



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier: ALX OFFICE AND SCHOOL SUPPLIES TRADING  
 Address: 514 Natividad St. Brgy Sta Clara, Pasay City

P.O. No.: 22-08-1886  
 Date: 25 August 2022  
 Mode of Procurement: SMALL VALUE PROCUREMENT

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Central Supply Office  
 Date of Delivery : \_\_\_\_\_

Delivery Term : Refer to T.O.R\*  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	REAM	15	Bond Paper, HARD COPY/CACTUS 8.5in x 11in short, Multi-Purpose Paper, 70gsm subs., 500sheets/ream	220.00	3,300.00
2	BOX	10	Pencil, MONGGOL No.2, 12pcs per box	95.00	950.00
3	PCS	620	Plastic Envelop with Handle,, JOY transparent, long	75.00	46,500.00
4	PCS	15	Tape, CROCODILE transparent, 2"	35.00	525.00
5	PCS	720	Id Lace with ID Holder, UNBRANDED id case 54cm x 9cm id lace with clip, cotton, red color	57.00	41,040.00
6	BOX	33	Permanent Marker (black), HBW 12pcs per box, Color: Black	220.00	7,260.00
7	SET	12	Printer ink, EPSON 664 L360, 4 colors (Black, Cyan, Magenta, Yellow) Continous Ink Printer	1,399.00	16,788.00
8	REAM	28	Bond Paper, HARD COPY/CACTUS 8.5in x 13in Long, Multi-Purpose Paper, 70gsm subs., 500sheets/ream	250.00	7,000.00
9	PCS	720	Notebook, VECO Spiral, 80 leaves	24.00	17,280.00

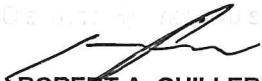
Control No. **3724** SUBTOTAL : **Php 140,643.00**

**Total Amount in Words** One Hundred Forty Thousand Six Hundred Forty-three Pesos Only.

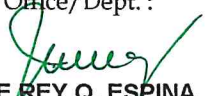
In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

Conforme :

  
**ROBERT A. GUILLERMO**  
 (Signature over printed name of Supplier)  
9/5/22  
 Date

**VICTOR MA. REGIS N. SOTTO**  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. :  <b>JOSE REY Q. ESPINA</b> (Authorized Official)	Funds Available :  <b>JUVY A. CUENCO</b> Chief Accountant	Amount : _____  OBR No. : _____
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Supplier: <u>ALX OFFICE AND SCHOOL SUPPLIES TRADING</u>	P.O. No.: <u>22-08-1886</u>
Address: <u>514 Natividad St. Brgy Sta Clara, Pasay City</u>	Date: <u>25 August 2022</u>
	Mode of Procurement: <u>SMALL VALUE PROCUREMENT</u>

Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>Central Supply Office</u>	Delivery Term: <u>Refer to T.O.R*</u>
Date of Delivery: _____	Payment Term: <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
10	BOX	176	Ballpen, HBW 9801 50pcs per box, color: black	175.00	30,800.00
11	BOX	34	Marker White board, black, EXCEL 12pcs per box, Color: Black	208.00	7,072.00
12	PCS	352	Cartolina, UNBRANDED assorted color, 22.5 x 28.5 100gsm	10.00	3,520.00
13	REAM	17	Colored Paper, WIZZARD assorted colors, 250pcs per ream	187.00	3,179.00
14	PCS	186	Manila Paper, UNBRANDED	5.00	930.00
15	PACK	89	Parchment Paper, ELIT VECO 12pcs per pack, Size: A4	34.00	3,026.00
16	PCS	670	Certificate Holder, ADVENTURER Size: A4, Color: Blue	45.00	30,150.00

Control No. <b>3724</b>	<b>SUBTOTAL :</b>	<b>Php 219,320.00</b>
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**Total Amount in Words** *Two Hundred Nineteen Thousand Three Hundred Twenty Pesos Only.*

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

<p>Conforme :</p> <div style="text-align: center;"> <p><b>ROBERT A. GUILLERMO</b> (Signature over printed name of Supplier)</p> <p><u>9/5/22</u> Date</p> </div>	<p>Very truly yours,</p> <p><b>VICTOR MA. REGIS N. SOTTO</b> (Authorized Official) City Mayor</p>
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Requisitioning Office/Dept. : <p><b>JOSE REY Q. ESPINA</b> (Authorized Official)</p>	Funds Available :  <p><b>JUVY A. CUENCO</b> Chief Accountant</p>	Amount : _____  OBR No. : _____
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Date of Delivery: _____	Payment Term: <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
17	BOX	243	Crayons 8's, CRAYOLA regular size, 8colors per box	30.00	7,290.00
Purchase Order shall cover all items found in the attached Terms of Reference* ***** Nothing Follows ***** Training Supplies of Office on Social Welfare and Development - Karlungan sa Pasig					

Control No. <b>3724</b>	<b>GRAND TOTAL :</b>	<b>Php 226,610.00</b>
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**Total Amount in Words** *Two Hundred Twenty-six Thousand Six Hundred Ten Pesos Only.*

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

<p>Conforme: </p> <p style="text-align: center;"><b>ROBERT A. GUILLERMO</b> <i>(Signature over printed name of Supplier)</i></p> <p style="text-align: center;"><u>9/5/22</u> Date</p>	<p>Very truly yours, </p> <p style="text-align: center;"><b>VICTOR MA. REGIS N. SOTTO</b> <i>(Authorized Official)</i></p> <p style="text-align: center;">City Mayor</p>
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Requisitioning Office/Dept.:  <b>JOSE REY Q. ESPINA</b> <i>(Authorized Official)</i>	Funds Available: <b>JUVY A. CUENCO</b> <i>Chief Accountant</i>	Amount: <u>₱ 226,410.-</u> <u>100-2022-07-</u> OBR No.: <u>0049-7412</u>
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