



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING
 Address : 514-C Natividad St. Brgy.63 Sta Clara, Pasay City

P.O. No. : 22-11-2142
 Date : November 15, 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 : 30 Calendar days
 Payment Term : within 45 days upon completion of delivery


ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
Kit 1. Personal Hygiene Kit					
1	SACHETS	2,000	Toothpaste, COLGATE Twin pack sachet, at least 22g/sachet	11.00	22,000.00
2	PACKS	400	Sanitary Napkin, CHARMEE Overnight pad with wings, at least 32cm, 10pcs/pack	123.00	49,200.00
3	PCS	200	baby cologne, JUICE COLOGNE At least 100mL/bottle	80.00	16,000.00
4	PC	200	Baby powder, JOHNSON'S BABY POWDER Scented, at least 100g/bottle	58.00	11,600.00
5	PIECE	200	Deodorant, REXONA For women, roll-on, scented, at least 40mL/bottle	120.00	24,000.00
6	PCS	1,000	Shampoo Sachet, SUNSILK For women, triple sachet, at least 15mL/sachet	10.00	10,000.00
7	PIECE	400	Bath soap, BIODERM Bar, scented, individual box packaging, at least 130g/bar	44.00	17,600.00
8	BOTTLE	200	Feminine Wash, PH CARE Dermatologist and OB GYN-tested, for daily use, scented, at least 250mL/bottle	180.00	36,000.00
9	BOX	200	Face Mask, INDOPLAS 3-ply, disposable, with ear loops, Philippine FDA registered, 50pcs/box	85.00	17,000.00
10	PCS	200	Eco bag, UNBRANDED -Large bag, At least 14W x 17L x 4.5D inches - 80gsm, non woven fabric - Color: BLUE	10.00	2,000.00
				SUBTOTAL :	Php 205,400.00

Control No. **4034**
Total Amount in Words Two Hundred Five Thousand Four Hundred 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)
12/2/22
 Date

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

Requisitioning Office/Dept. : ERNIE AL O. EDRALIN (Authorized Official)	Funds Available : JUVY A. CUENCO Chief Accountant	Amount : _____ OBR No. : _____
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
Kit 2. Grocery Items					
11	SACHET	4,000	Powdered Milk, ALASKA At least 33g/sachet	14.00	56,000.00
12	SACHETS	4,000	Coffee Mix, KOPIKO Powdered coffee mix, 3-in-1 brown coffee, at least 27.5g/sachet	8.00	32,000.00
13	PACKS	2,000	CREAM FILLED CRACKER, REBISCO Cream-filled cracker sandwich, chocolate flavor, at least 34g/pack	10.00	20,000.00
14	PACKS	2,000	Vanilla Filled Cookies, PRESTO Chocolate sandwich cookies, vanilla cream filled, at least 30g/pack	10.00	20,000.00
15	PCS	200	Eco bag small, UNBRANDED At least 13W x 15Lx 4D inches - 80gsm, non woven fabric - Color: GREEN	10.00	2,000.00
Kit 3. Cleaning Kit					
16	BOTS	200	Isopropyl Alcohol, FAMILY ALCOHOL 70%, at least 500mL/bottle	75.00	15,000.00
17	PIECE	200	Detergent bar, CALLA For laundry, at least 360g/bar, scented	32.00	6,400.00
18	PACKS	200	Detergent powder, ZEYANA Scented, at least 1kg/pack	65.00	13,000.00
19	POUCHES	2,000	Fabric Conditioner, GENERIC Liquid, at least 43mL/pouch	11.00	22,000.00

Control No. **4034** **SUBTOTAL : Php 391,800.00**

Total Amount in Words *Three Hundred Ninety-one Thousand Eight Hundred 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,

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

Conforme :

ROBERT A. GUILLERMO
 (Signature over printed name of Supplier)
 12/2/22
 Date

Requisitioning Office/Dept. :

ERNIE AL O. EDRALIN
 (Authorized Official)

Funds Available :
JUVY A. CUENCO
 Chief Accountant

Amount : _____
 OBR No. : _____



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
20	BOTTLE	200	Bleach, GENERIC Multipurpose bleach, for laundry and cleaning use, at least 1L/bottle	47.00	9,400.00
21	PCS	200	Eco Bags, UNBRANDED -Large bag, At least 14W x 17Lx 4.5D inches - 80gsm, non woven fabric - Color: RED ***** Nothing Follows *****	10.00	2,000.00
Goods and supplies for BJMP Female Dormitory					


Control No. **4034** **GRAND TOTAL : Php 403,200.00**


Total Amount in Words *Four Hundred Three Thousand Two Hundred 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.

Conforme :

ROBERT A. GUILLERMO
 (Signature over printed name of Supplier)
12/2/22
 Date

Very truly yours,

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

Requisitioning Office/Dept. :

ERNIE AL O. EDRALIN
 (Authorized Official)

Funds Available

JUVY A. CUENCO
 Chief Accountant

Amount : ₱ 403,200.00
 OBR No. : 100-2022-10-
0280-1011