



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING

P.O. No. : 23-08-0479

Address : 514-C Natividad St., Barangay 063, District 2, Pasay City

Date : 08/07/2023

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

Delivery Term : 30 Calendar Days

Date of Delivery :

Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS.	10	Marker, EXCEL WHITEBOARD MARKER Whiteboard, red, felt tip, bullet type	15.00	150.00
2	PCS	30	ERASER, PLASTIC/RUBBER, ALX RUBBER ERASER for pencil draft/writing shape: rectangular approximate size: 1.5" x 0.8"	6.00	180.00
3	PCS.	3	dating and stamping machine, SHINY-S-830 BLUE self inking stamp, color : blue Approximate size : 75x38mm	550.00	1,650.00
4	PACKS	10	Special paper, ELIT VECO Paper parchment, 100 sheets per pack, Approximate size : 210mmx297mm, 80gsm, fine translucent, suitable for inkjet/laser printing	420.00	4,200.00
5	NOTEBOOKS	9	notebook, stenographer, VECO STENO Steno Notebook 60 leaves topbound with spiral wire Approximate size : 6" x 9"	42.00	378.00
6	PCS.	360	Plastic Envelope, ALX PLASTIC ENVELOPE plastic envelope long, waterproof, clear material: quality polypropylene tear, proof water resistant plastic Approximate size : can fit legal size document	20.00	7,200.00
7	PCS.	30	Clearbook Long, ALX CLEAR BOOK 20 transparent pockets, legal	37.00	1,110.00

Control No. **4753**

**SUBTOTAL :**

**Php 14,868.00**

**Total Amount in Words** *Fourteen Thousand Eight Hundred Sixty-eight 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)

8/11/23

Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

PRISCILLA B. MEJILLANO  
(Authorized Official)

Funds Available :

JUVY A. GUENCO  
Chief Accountant

Amount : ₱ 136,757.00

OBR No. : 100-2623-01  
0004-1041



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : <u>ALX OFFICE AND SCHOOL SUPPLIES TRADING</u>	P.O. No. : <u>23-08-0479</u>
Address : <u>514-C Natividad St., Barangay 063, District 2, Pasay City</u>	Date : <u>08/07/2023</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>30 Calendar Days</u>
Date of Delivery : _____	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
8	SETS	30	Sticky Flag, ALX STICKY FLAG Marker fluorescent Sticky tabs 100 sheets per/set strips neon, arrow type Approximate size : 55 mm x 155mm Color : assorted colors	35.00	1,050.00
9	BXS.	40	Index tab, SPEEDO INDEX TAB transparent self adhesive, Colors: Assorted (1 color/box) Five (5) sets per box 1set - consists of 2-piece 6" tab strips & two(2) complete alphabet inserts Approximate size : 1.2x1.5cm	85.00	3,400.00
10	SET	3	File tab divider legal, ALX FILE TAB DIVIDER Material: bristol board, Approximate size (min) Leaf : L : 330mm, W : 216mm, Tab - L : 68mm, W : 15mm Basis weight : 153 gsm (-5%) Thickness : 0.22mm (min), 5 colors (50 pcs. per set), white, blue, green, yellow, pink	42.00	126.00
11	PCS.	5	MAGAZINE FILE BOX, LARGE, ALX MAGAZINE BOX Outside dimension: W: 110mm (min) H: 265mm (min) L: 220mm (min), Material: - chipboard:3mm thick (min), leatherette paper for outside cover, coated paper for inside cover, Front of box: with finger and provision for label insert, back end open, color blue	200.00	1,000.00

Control No. <b>4753</b>	<b>SUBTOTAL :</b>	<b>Php 20,444.00</b>
<b>Total Amount in Words</b> <u>Twenty Thousand Four Hundred Forty-four Pesos Only.</u>		

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,

<p>Conforme:  <u>ROBERT A. GUILLERMO</u> (Signature over printed name of Supplier) <u>8/11/23</u> Date</p>	<p><u>VICTOR MA REGIS N. SOTTO</u> (Authorized Official) City Mayor</p>
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Requisitioning Office/Dept :   <b>PRISCELLA B. MEJILLANO</b> (Authorized Official)	Funds Available :   <b>JUVY A. CUENCO</b> Chief Accountant	Amount : <u>₱ 136,757.00</u> OBR No. : <u>106-2023-61</u> <u>0004-1041</u>
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# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING

P.O. No. : 23-08-0479

Address : 514-C Natividad St., Barangay 063, District 2, Pasay City

Date : 08/07/2023

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

Delivery Term : 30 Calendar Days

Date of Delivery :

Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
12	ROLLS	120	Packaging Tape 48mm x100m roll tan, SENO	75.00	9,000.00
13	PACK	3	Ring binder, ALX RING BINDER 10 pcs. per pack 32mm (plastic) For legal Size Document color : black/blue 150 sheets capacity	270.00	810.00
14	PCS.	100	Certificate Holder, ADVENTURER CERTIFICATE HOLDER Approximate size: '8.27x11.69" clear transparency, Backboard color: blue	58.00	5,800.00
15	PACK	1	Acetate sheet film PVC binder, SENO ACETATE SHEET Approximate size : 216mmx330mm, For Legal Size document 50 sheets/pack	498.00	498.00
16	PACK	15	BATTERY DRY CELL AA, 2's, KODAK MAX	83.00	1,245.00
17	PACK	5	BATTERY DRY CELL AAA, 2's, KODAK MAX	83.00	415.00
18	PCS.	20	Computer Mouse Pad, FELLOWES MOUSE PAD-BLACK with built- in antibacterial microban protection rubberized anti- slip Approximate size : 9.84x7.87x0.12inches	120.00	2,400.00
19	PCS.	15	Trash bin with cover,, ALX TRASH BIN-25 LITERS Approximate volume: 25 liters with swing cover (plastic), Approximate size : L: 35cmxW: 28cm, H: 58cm Color : black Shape : square	332.00	4,980.00

Control No. **4753**

**SUBTOTAL :**

**Php 45,592.00**

**Total Amount in Words** Forty-five Thousand Five Hundred Ninety-two 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)

8/11/23

Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

PRISCILLA B. MEJILLANO  
(Authorized Official)

Funds Available :

JUVY A. CUENCO  
Chief Accountant

Amount : ₱ 136,757.00

OBR No. : 100-2023-01  
0004-1041



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING

P.O. No. : 23-08-0479

Address : 514-C Natividad St., Barangay 063, District 2, Pasay City

Date : 08/07/2023

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

Delivery Term : 30 Calendar Days

Date of Delivery :

Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
20	SET	1	Ring binder machine, OFFICOM PLASTIC COMB BINDING MACHINE-OC-C40M wire ring binder machine up to legal size paper, F4 size long legal binding form: plastic comb and clamp, Strap maximum: 15 sheets (80 gsm paper), per manual punch maximum binding capacity; 140 sheets (80 gsm paper), max binding: Width: below 330mm adjustment margins: 2.5, 4.5, 6.5mm, Number of holes: 24 holes-binder Hole distance: 14.3mm,	20,000.00	20,000.00
21	PCS.	190	Data File Box, ALX MAGAZINE BOX with close ends, Outside dimensions: -W: 125mm (min) -H: 230mm (min) -L: 400mm (min) Materials: chipboard:3mm thick (min) leatherette paper for outside cover, coated paper for inside cover, Front of the box with finger and provision for label insert, back end open, color blue	165.00	31,350.00
22	PCS	15	Data Folder, ALX MY ARCHFILE dimension: W: 75mm (min), H: 230mm (min), L: 380mm (min), Material :chipboard : 2.5mm thick (min), leatherette paper and for polypropylene (PP), material made of linen design cover including spine portion , with lever arch file mechanism and tagila lock, spine is provided with finger ring and clear plastic pocket for labeling purposes, spine made of PVC gamuza/PP material or material of equivalent or superior quality, assorted colors (red, blue, green and maroon)	141.00	2,115.00

Control No. **4753**

**SUBTOTAL :**

**Php 99,057.00**

**Total Amount in Words** *Ninety-nine Thousand Fifty-seven 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)

8/11/23

Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

PRISCELLA B. MEJILLANO  
(Authorized Official)

Funds Available :

JUVY A. GUENCO  
Chief Accountant

Amount : ₱136,757.00

OBR No. : 100-2023-01

0064-1041



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING  
 Address : 514-C Natividad St., Barangay 063, District 2, Pasay City

P.O. No. : 23-08-0479  
 Date : 08/07/2023  
 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      Delivery Term : 30 Calendar Days  
 Date of Delivery : \_\_\_\_\_      Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
23	PADS	100	NOTEPAD, 2" X 3", 100 sheet per pad, LCT sticky notes, color : pink, blue, yellow, green and violet	41.00	4,100.00
24	PADS	30	Notepad, LCT sticky note, '3x4' sheet per pad, colors : blue, yellow, green, violet, violet	63.00	1,890.00
25	PCS	1	Extension HDMI, ALX EXTENSION HDMI 10m HDMI to HDMI Connector	1,660.00	1,660.00
26	PCS.	3	white board, ALX WHITE BOARD Monthly wall calendar erasable, with grid design (for easy tabulation of activity) Approximate size : atleast 40cm x 30cm Inclusion: white board eraser	2,075.00	6,225.00
27	PCS	300	NOTE: See sample pic ID clip, ALX ID CLIP card holder name badge clips fastener, Material: plastic clip PVC, translucent strap, Approximate size : clip, 2.6cmx1.4cm, strap: 5.5cm x1.1cm	16.00	4,800.00
28	PACK	40	ID Case, ALX ID CASE Horizontal Name Badge ID Card Holder 10 pcs/pack Approximate Size: atleast 12cm x 8cm with resealable top	250.00	10,000.00
29	UNITS	2	scientific Calculator, CASIO-FX-991EX Solar and Battery Powered with more than 500 functions	1,450.00	2,900.00

Control No. **4753** SUBTOTAL : **Php 130,632.00**

**Total Amount in Words** One Hundred Thirty Thousand Six Hundred Thirty-two 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)

Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

PRISCELLA B. MEJILLANO  
(Authorized Official)

Funds Available :

JUVY A. CUENCO  
Chief Accountant

Amount : ₱ 130,632.00

OBR No. : 100-2023-01  
0004-1041



**PURCHASE ORDER**  
**CITY GOVERNMENT OF PASIG**

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING

P.O. No. : 23-08-0479

Address : 514-C Natividad St., Barangay 063, District 2, Pasay City

Date : 08/07/2023

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Gentlemen:

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

Place of Delivery : Central Supply Office

Delivery Term : 30 Calendar Days

Date of Delivery : \_\_\_\_\_

Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
30	PIECE	125	Manila Paper, ALX MANILA PAPER 36" x 48" 48 gsm	17.00	2,125.00
31	PACKS	25	photo sticker paper, ALX PHOTO PAPER Approximate size : 215x345mm, Width : 8.26' Height : 13.58' Matte (10 sheets per pack)	160.00	4,000.00
***** Nothing Follows *****					
Procurement of Supplies to be use by the City Planning and Development Office. for the use of City Planning and Development Office					

Control No. **4753**

**GRAND TOTAL : P 136,757.00**

**Total Amount in Words** One Hundred Thirty-six Thousand Seven Hundred Fifty-seven 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)

Date

VICTOR MA REGIS N. SOTTO  
(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

PRISCILLA B. MEJILLANO  
(Authorized Official)

Funds Available :

JUVY A. GUENCO  
Chief Accountant

Amount : P 136,757.00

OBR No. : 106-2023-61  
0064-1041