

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

Mode of Procurement: SMALL VALUE PROCUREMENT

Date:

08/07/2023

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 | | UNIT COST | AMOUNT |
|-------------|---|--------------------------------------|---|----------------|----------|
| 1 | PCS. | 10 dguo1 | Marker, EXCEL WHITEBOARD MARKER Whiteboard, red, felt tip, bullet type | | 150.00 |
| 2 | PCS | 00 ery, if hot pplier. int. | ERASER, PLASTIC/RUBBER, ALX RUBBER ERASER for pencil draft/writing shape: retangular approximate size: 1.5" x 0.8" | st | 180.00 |
| 3 | PCS. | shall 6 : pai the Supply | dating and stamping machine, SHINY-S-830 BLUE - was self inking stamp, and an about of about of the color: blue Approximate size: 75x38mm | 10. # | 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 | 13. D | 4,200.00 |
| 5 | NOTEBOOKS | e ñcial of the cutive. | notebook, stenographer, VECO STENO Steno Notebook 60 leaves topbound with spiral wire Approximate size: 6" x 9" | 42.00 9 .81 | 378.00 |
| 6 | PCS. | hone 066 the contract | 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. Aber | PCS. | | Clearbook Long, ALX CLEAR BOOK 20 transparent pockets, legal John Mag To Leauper John Mag | 37.00 | 1,110.00 |
| | den en e | | we of indgotisted purchase, the Secretary to the Sanggunian shall find puniand resolution Number under which the local Sangguniang approprie. The secretary shall certify the fact in the certified correct portion | Sango | |

Control No. 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

name of Supplier)

VICTOR MA REGIS N. SOTTO (Authorized Official)

SUBTOTAL:

City Mayor

Requisitioning Office/Dept.:

PRISCELL B. MEJILLANO (Authorized Official)

Funds Available:

JUVY A. OUENCO

Chief Accountant

Amount: \$\frac{9}{136}, \frac{157.00}{}

OBR No.: 100 - 2623 - 0

Php 14,868.00



(Authorized Official)

PURCHASE ORDER **GOVERNMENT OF PASIG**

Agency Name P.O. No.: Supplier: ALX OFFICE AND SCHOOL SUPPLIES TRADING 23-08-0479 Date: 08/07/2023 Address: 514-C Natividad St., Barangay 063, District 2, Pasay City 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** UNIT NO. UNIT OTY **DESCRIPTION** COST **AMOUNT** 8 SETS Sticky Flag, ALX STICKY FLAG 35.00 1,050.00 Marker flourescent Sticky tabs 100 sheets per/set strips neon, arrow type Approximate size : 55 mm x 155mm Color : assorted colors 9 BXS. 40 Index tab, SPEEDO INDEX TAB 85.00 3,400.00 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 File tab divider legal, ALX FILE TAB DIVIDER 10 SET 3 42.00 126.00 Materia I: 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 11 PCS. MAGAZINE FILE BOX, LARGE, ALX MAGAZINE BOX 5 200.00 1.000.00 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 Control No. SUBTOTAL: Php 20,444.00 Total Amount in Words |Twenty Thousand Four Hundred Forty-four 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: **VICTOR MA REGIS N. SOTTO** (Authorized Official) **GUILLERMO** ROBERT A printed name of Supplier) City Mayor Date Funds Available Requisitioning Office/De Amount: \$ 136,757.60 106-2023-61 PRISCELLA B. MEJILLANO JUVY A. CUENCO

Chief Accountant



PRISCH

A B ME.III I ANO

(Authorized Official)

PURCHASE ORDER CITY GOVERNMENT OF PASIG

Agency Name

P.O. No.: Supplier: ALX OFFICE AND SCHOOL SUPPLIES TRADING 23-08-0479 Date: 08/07/2023 Address: 514-C Natividad St., Barangay 063, District 2, Pasay City 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** UNIT NO. UNIT OTY DESCRIPTION COST AMOUNT 12 **ROLLS** 9,000.00 120 Packaging Tape 48mm x100m roll tan, SENO 75.00 13 **PACK** 3 Ring binder, ALX RING BINDER 270.00 810.00 10 pcs. per pack 32mm (plastic) For legal Size Document color: black/blue 150 sheets capacity 14 PCS. 100 Certificate Holder, ADVENTURER CERTIFICATE HOLDER 58.00 5,800.00 Approximate size: '8.27x11.69" clear transparency, Backboard color: blue Acetate sheet film PVC binder, SENO ACETATE SHEET **PACK** 15 1 498.00 498.00 Approxiamte size : 216mmx330mm, For Legal Size document 50 sheets/pack 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 Computer Mouse Pad, FELLOWES MOUSE PAD-BLACK 20 120.00 2,400.00 with built- in antibacterial microban protection rubberized anti- slip Approximate size: 9.84x7.87x0.12inches 19 PCS. 15 Trash bin with cover,, ALX TRASH BIN-25 LITERS 332.00 4,980.00 Approximate volume: 25 liters with swing cover (plastic), Approximate size: L: 35cmxW: 28cm, H: 58cm Color : black Shape: square Control No. 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: VICTOR MA REGIS N. SOTTO (Authorized Official) ERMO ROBERT A Supplier) City Mayor Requisitioning Office/Dept.: Funds Available: Amount: \$ 136,757-00

JUVY A. CUENCO

Chief Accountant

Page - 3

OBR No.: 100 - 2023 - 01



Agency Name

| Supplier : | ALX OFFICE AND SCHOOL SUPPLIES TRADING 514-C Natividad St., Barangay 063, District 2, Pasay City | | | | P.O. No. : 23-08-0479 | | | |
|-----------------------------|---|--|--|---|---|---|----------------------|--|
| Address : | | | | | Date : | | | |
| | | | Was the a cur | and the more was body a suppose | Mode of Procurement: SMALL VALUE PROCUREM | | | |
| Gentlemen: | Please fu | rnish this offic | ce the following articles | subject to the terms and o | conditions con | tained herein: | | |
| Place of Del Date of Del | | entral Supply C | Office Laggez and Lastim | Delivery Term : 30 Payment Term : with | | completion of delivery | | |
| ITEM | | | | 169V | | UNIT | | |
| NO. | UNIT | QTY | DE | SCRIPTION | | COST | AMOUNT | |
| 20 | SET | rough ery, if not ipplier. bint. is shall be par | MACHINE-OC-C40M wire ring binder machine F4 size long legal binding Strap maximum: 15 shee maximum binding capaci binding: Width: below 33 6.5mm, Number of holes: 24 holes | up to legal size paper, g form: plastic comb and clamets (80 gsm paper), per manuity; 140 sheets (80 gsm paper) Omm adjustment margins: 2.5 | np, al punch r), max 5, 4.5, | public 7. Priacci stated 8. Defive 9. Payma | 20,000.00 | |
| 21 | PCS. | 190 OPP | Data File Box, ALX MA with close ends, Outside dimensions: -W: 125mm (min) -H: 230mm (min) - L: 400mm (min) Materials: chipboard:3mm thick (m coated paper for inside c | | iolalviū vii ia jo uzsam liv illi u i vili naup - viii n laid - nudgi aq izoz - tabi de cover, in - ezusio vi | 14. Uait 0 15. Amou | 31,350.00 | |
| 22 | PCS | oved the | Data Folder, ALX MY Adimension: W: 75mm (mi Material :chipboard : 2.5r polypropylene (PP), mate spine portion , with lever spine is provided with fill labeling purposes, spine material of equivalent or blue, green and maroon) | ARCHFILE in), H: 230mm (min), L: 380m mm thick (min), leatherette pa erial made of linen design cov arch file mechanism and tag nger ring and clear plastic pr made of PVC gamuza/PP m superior quality, assorted col | pper and for er including ila lock, ocket for naterial or ors (red, | Sanggunia | 2,115.00 | |
| Control No. | 4753 | | | | 1,000,000,000 | SUBTOTAL: | Php 99,057.00 | |
| Total Amo | unt in Wo | ords Ninety-n | ine Thousand Fifty-seven | Pesos Only. | ता चीड्यणस्य वर्ग | D. Thesany | | |
| for every o | eday of delay | shall be impos ob ar entilla Sving adlitladi | the das provided for by the, the second day to t | ime specified above, a penalt 2016 IRR of RA 9184. I sayst yeq itans grasq grast boop yas to Dusinyeq bas and number of the penalt for yes and bas armonically to yes and number bus busblay your to the same and the yes and number busblay your to the same and the yes and number busblay your to the same and the year and the year and the same and the year and year and year and year and year. | popula of Very | | I. SOTTO | |
| Requisition | ning Office | e/Dept.: | | Funds Available : | 7 | Amount: \$13 OBR No.: | 6,757.60 | |
| | THE RESERVED CONTRACTOR OF THE PARTY OF THE | .CA B. MEJIL torized Official | SECTION CONTROL FOR SECTION SE | JUVY A. CUEN Chief Account | ICO ant | OBR No. : 100 | 2023- 01 54- 1041 | |



Agency Name

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|--|---|---|---|--|--|--|---------------------|--|
| | | : ALX OFFICE AND SCHOOL SUPPLIES TRADING 514-C Natividad St., Barangay 063, District 2, Pasay City | | | | P.O. No. : 23-08-0479 | | |
| Address | 5 : <u>514-C Na</u> | tividad St., Bar | angay 063, District 2, Pasay City | | Date : 08/07/2023 Mode of Procurement: SMALL VALUE PROCUR | | | |
| Gentlemer | n: | 12000 | (in) or isonodenim er. Hadodi | 19 sall at bandon se | drawn edl - c | Trocurentent. SWAL | L VALUE PROCUREMENT | |
| | Please fu | rnish this of | fice the following articles sub | ject to the terms and c | onditions cont | ained herein: | | |
| | Oelivery : _C | entral Supply | Office | Delivery Term : 30 C | | uc i | | |
| Date of D | Delivery : | | <u>- 1</u> | Payment Term : withi | in 45 days upon co | UNIT | | |
| ITEM NO. | UNIT | QTY | DESCI | DESCRIPTION | | | AMOUNT | |
| 23 | PADS | 100 Aguar | NOTEPAD, 2" X 3", 100 sh sticky notes, color: pink, blue, yellow, gree | ent mode of procurer | of <i>Procurem</i> Pale of the page | 41.00 Date | 4,100.00 | |
| 24 | PADS | 00 ery, Windt poller. | Notepad, LCT sticky note, '3x4' sheet per pa colors : blue, yellow, green, vi | very - place of delivery, | -blutteg , proc /Date of Deliv Lshall mean si | 63.00 polisie | 1,890.00 | |
| 25 | PCS | mt. • • shell be paid the Supply | Extension HDMI, ALX ENTENSION HDMI | | | 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) | | | A bos 2,075.00 I bos 2,075.00 I bos 2,075.00 I bos 2,075.00 I bos 2,075.00 | 6,225.00 | |
| 27 | PCS | icial of the | 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 | | | | 4,800.00 | |
| 28 | PACK | nonze 04 the centrac | ID Case, ALX ID CASE Horizontal Name Badge ID Ca 10 pcs/pack Approximate Size: atleast 12c | ard Holder and all with the second se | owne = shall b setrative to si | 250.00 | 10,000.00 | |
| 29 | UNITS | | scientific Calculator, CASIC Solar and Battery Powered with more than 500 functions | x31ee-X3-Construction of the Supplier for delivery of the Supply and Paditor for review and a from perfection of the surchase, the Secretary Number which | reguest to the stage of the sta | Explicate of Sanguenia | 2,900.00 | |
| Control N | Io. 4753 | | the certified correct purtion | M JUST BAJ YAMES BACE IN | Aretames au i | SUBTOTAL: | Php 130,632.00 | |
| | 200 100 | rds One Hu | ndred Thirty Thousand Six Hu | andred Thirty-tano Pesos | Only | VIIIS JEIN JA | Pnp 130,632.00 | |
| In | case of the fa y day of delay ne: | ailure to make shall be impo | the full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the full delivery within the time seed as provided for by the full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the, 2016 The full delivery within the time seed as provided for by the full delivery within the seed as provided for by the full delivery within the time seed as provided for the full delivery within the time seed as provided for the full delivery within | specified above, a penalty B IRR of RA 9184. | Very t | D. That the | I. SOTTO | |
| Requisitioning Office/Dept. : Fur | | | | nds Available : | | Amount: \$\frac{136}{757.60} | | |
| PRISCELLA B. MEJILLANO (Authorized Official) | | | | JUVY A. CUENC Chief Accounta | | OBR No.: 100 - 2623 - 01 | | |



Agency Name

| | er: ALX OFFICE AND SCHOOL SUPPLIES TRADING ss: 514-C Natividad St., Barangay 063, District 2, Pasay City | | | ampliance as rollows. | Date: | 08/0 | 23-08-0479 08/07/2023 Irement: SMALL VALUE PROCUREMENT | |
|--|--|--|--|--|---|--|--|--|
| Gentlemen | | urnish this offi | ce the following articles subj | OA and or hanging radio | mun edt - | nM OG I | LL VALUE PROCUREMENT | |
| | elivery : _0 | Central Supply (| | Delivery Term : 30 Cale | endar Days | 2. <u>00</u> 1 | | |
| | Payment Term: within 45 days of ITEM | | | | | | | |
| NO. | UNIT | QTY | DESCI | RIPTION | | UNIT COST | AMOUNT | |
| 30 | PIECE | 125 depon | Manila Paper, ALX MANILA 36" x 48" 48 gsm | A PAPER node represented in particular productions of procurence of proc | | - ataC 17.00 | 2,125.00 | |
| 31 | PACKS | ery, if not ipplier. bint. sinall be pail the Supply | photo sticker paper, ALX PHOTO PAPER Approximate size : 215x345mm, Width : 8.26' Height : 13.58' Matte (10 sheets per pack) | | | staled : 6. <i>Delive</i> r | 4,000.00 | |
| Deg Microstonett & 60 persystematicals | | Ar dne an | | ence/ Technical Specification | on and | and Pro | | |
| | | ortuve honzed | | | oet - cost n - total a y Clause - l supplier's ving Office nne - shall | 15, Amaul 16, Penalt PD and 17, Appro 18, Confo | | |
| Procurem | nent of Supplie | es to be use by the | goods and attachment to the property Division for their file appropriate action, to be subject to the property of the property of the sentential appropriate actions are sentential to the sentential appropriate and appropriate the property of the sentential appropriate appropriate the sentential appropriate appropriate the sentential appropriate appropriate the sentential appropriate appropriate appropriate the sentential appropriate a | And the Sugnly and Parameter for review and a sugnly and of the sugnly and of the form perfection of the spirit form of the sugnly and the sugnly and the sugnly and the sugnly on Number under which | raques raques raques sis - ratair sis - COA (5) da la l | Cingura Triplica Salta S | | |
| Control No | 4753 | */ | a the certified correct portlar | ry snall cernly the fact if | | RAND TOTAL: | Dhn 126 757 00 | |
| | | ords One Hun | dred Thirty-six Thousand Seve | en Hundred Fiftu-seven Pe | | KAND TOTAL : | Php 136,757.00 | |
| for every | day of delay | shall be impos tailure to do v That the privo | LLERMO gng of Supplier) 23 | the copy of the income and | Very | truly yours, | і. ѕотто | |
| Requisitio | ning Office PRISCEL (Auti | e/Dept.: AB. MEJIL norized Official | LANO | nds Available : JUVY A. QUENCO Chief Accountant | | Amount: | 36,757.66 | |