



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. : 23-08-0480
 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
 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
1	PCS	50	Lever Arch File, ALX HORIZONTAL ARCHFILE 3" distance Horizontal, Long, Black	120.00	6,000.00
2	PACK	10	photo paper, KODAK A4 PHOTO PAPER High Gloss, A4, 230gsm, 20's	213.50	2,135.00
3	PCS	3	Epson I6170 Maintenance box and resetter, EPSON 16170- MAINTENANCE BOX C13T04D100	2,000.00	6,000.00
4	PACKS	30	Manila Paper, ALX MANILA PAPER Olympic Folded (10sheets) Size:93x122cm Packing:10pcs per pack	40.00	1,200.00
5	PCS	200	Brown Envelope, ALX BROWN ENVELOPE LONG Long	9.00	1,800.00
6	PCS	100	Folder Pressboard, ALX PRESSBOARD EXPANDED LONG FOLDER Expanded long	18.00	1,800.00
7	PCS	180	Plastic Envelope, Long clear, ALX PLASTIC ENVELOPE, LONG CLEAR	15.00	2,700.00
8	BOTTLES	25	Printer Ink, EPSON INK 001 Epson T03Y100 Black Bottle Ink 127 ml	550.00	13,750.00
9	BOTTLES	20	Printer Ink, EPSON INK 001 Epson T03Y200 Cyan Bottle Ink 70 ml	320.00	6,400.00

Control No. 4754 SUBTOTAL : **Php 41,785.00**

Total Amount in Words Forty-one Thousand Seven Hundred Eighty-five 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. :

ATTY. DIEGO LUIS S. SANTIAGO
(Authorized Official)

Funds Available :

JUVY A. GUENCO
Chief Accountant

Amount : ₱ 309,442.00

OBR No. : 100-2023-03

0015-1011-1946



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. : 23-08-0480
 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
 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
10	BOTTLES	20	Printer Ink, EPSON INK 001 Epson T03Y400 Yellow Bottle Ink 70 ml	320.00	6,400.00
11	BOTTLES	20	Printer Ink, EPSON INK 001 Epson T03Y300 Magenta Bottle Ink 70 ml	320.00	6,400.00
12	BOTTLE	70	BOTTLE INK, FOR EPSON, EPSON INK 003 T00V100 - BLACK - 65ml	320.00	22,400.00
13	BOTTLE	50	BOTTLE INK, FOR EPSON, EPSON INK 003 T00V200 - CYAN- 65ml	320.00	16,000.00
14	BOTTLE	50	BOTTLE INK, FOR EPSON, EPSON INK 003 T00V300 - MAGENTA- 65ml	320.00	16,000.00
15	BOTTLE	50	BOTTLE INK, FOR EPSON, EPSON INK 003 T00V400 - YELLOW- 65ml	320.00	16,000.00
16	BOTTLE	15	epson t6641 black, EPSON 6641 BLACK Black - 70 ml	320.00	4,800.00
17	BOTTLE	14	Epson Ink T6642, EPSON 6642 CYAN Cyan - 70 ml	320.00	4,480.00
18	BOTTLE	13	Epson Ink T6643, EPSON 6643 MAGENTA Magenta - 70ml	320.00	4,160.00

Control No. 4754 SUBTOTAL : **Php 138,425.00**

Total Amount in Words One Hundred Thirty-eight Thousand Four Hundred Twenty-five 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. :

ATTY. DIEGO LUIS S. SANTIAGO
 (Authorized Official)

Funds Available
JUVY A. CUENCO
 Chief Accountant

Amount : ₱ 309,442.60
 OBR No. : 100-2023-03
0015-1011-1746



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. : 23-08-0480
 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:

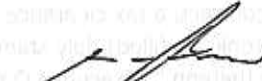
Place of Delivery : Central Supply Office Delivery Term : 30 Calendar Days
 Date of Delivery : _____ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
19	PCS	14	Epson Ink T6644, EPSON 6644 YELLOW Yellow - 70ml	320.00	4,480.00
20	PCS	5	Office Ring Binder Folder, Legal, ALX OFFICE RING BINDER FOLDER LEGAL, BLACK Black	350.00	1,750.00
21	PCS	500	ballpen,black, HBW 9801 0.7mm	6.00	3,000.00
22	PCS	50	Correction tape, SENO CORRECTION TAPE 10 M Size: 5mmx10m approx	40.00	2,000.00
23	PCS	12	Packaging Tape, SENO PACKAGING TAPE 2inches x 70m, Clear brown	45.00	540.00
24	BOX	12	Paper fastener, EXCEL PAPER FASTENER Plastic, 50's	60.00	720.00
25	PACK	12	Marker, FABER CASTEL Highlighter 3pcs/pack	120.00	1,440.00
26	BXS	30	Paper Clip, SNOWMAN Jumbo 50mm, 100 pcs/box	45.00	1,350.00
27	PCS	25	White Board Marker, FLEX OFFICE Blue, 2.5mm	35.00	875.00

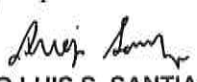
Control No. 4754 SUBTOTAL : **Php 154,580.00**


Total Amount in Words One Hundred Fifty-four Thousand Five Hundred Eighty 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)
8/11/23
 Date

Very truly yours,
VICTOR MA REGIS N. SOTTO
(Authorized Official)
 City Mayor

Requisitioning Office/Dept. :

ATTY. DIEGO LUIS S. SANTIAGO
(Authorized Official)

Funds Available :

JUVY A. GUENCO
 Chief Accountant

Amount : ₱ 309,442.00
 OBR No. : 100-2023-03
0015 - 1011 - A46



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. : 23-08-0480
 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
 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
28	PCS	25	White board marker, FLEX OFFICE Black, 2.5mm	35.00	875.00
29	PCS	25	White board marker, FLEX OFFICE Red, 2.5mm	35.00	875.00
30	PCS	3	DATER STAMP, SHINY (Received) Dimension: 5 x 6 x 8 cm approx	100.00	300.00
31	PACK	1	Laminating Film A4, SENO 125 microns 100sheets 210mm x 297mm	600.00	600.00
32	PCS	10	Stapler #35, MAX STAPLER with remover Adjustable for permanent to temporary clinch	400.00	4,000.00
33	PCS	60	Steno notebook, VECO 60 sheets, 6" X 9", 55gsm	25.00	1,500.00
34	PCS	3	puncher, EAGLE PUNCHER (3 holes) Hole distance:291mm Hole size:7mm All metal construction	400.00	1,200.00
35	PCS	3	puncher, HBW PUNCHER (2 holes) Hole distance:70mm All metal construction	350.00	1,050.00

Control No. **4754**

SUBTOTAL : Php 164,980.00

Total Amount in Words One Hundred Sixty-four Thousand Nine Hundred Eighty 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. :


ATTY. DIEGO LUIS S. SANTIAGO
 (Authorized Official)

Funds Available:


JUVY A. QUENCO
 Chief Accountant

Amount : ₱ 309,442.00
 OBR No. : 106-2623-03
0015-1611-A46



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. : 23-08-0480
 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
 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
36	PCS	20	Scissors, MAPED size:17cm	100.00	2,000.00
37	PCS	5	Table Name Holder, ALX TABLE NAME HOLDER 3" X 12", with hole for insert	260.00	1,300.00
38	PCS	1	BULLETIN BOARD, ALX BULLETIN BOARD Large Bulletin cork Board with silver aluminum frame 36x60 inches (5 x 3 ft), Wall type	3,500.00	3,500.00
39	PCS	100	Certificate holder, ADVENTURER Holds certificates / Diploma / Citation Size:9.5 x 12.5 inches Color: Blue	80.00	8,000.00
40	PC	5	Tape dispenser, EAGLE / HBW TAPE DISPENSER Takes roll up to 25m x 19 mm Size: 145 x 65 x 58 mm approx. Color:Assorted colors	100.00	500.00
41	UNIT	3	Wireless Laser Pointer, LOGITECH R800 Capable of at least 30 meters of wireless range Red or green-colored laser point Supported by USB wireless interface Must be operated by at most two (2) AAA batteries for power requirement Must be supported by up to the latest versions of Windows OS Waranty at least 1 year	5,000.00	15,000.00

Control No. **4754**

SUBTOTAL : Php 195,280.00

Total Amount in Words One Hundred Ninety-five Thousand Two Hundred Eighty 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. :

ATTY. DIEGO LUIS S. SANTIAGO
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱ 309,442.00

OBR No. : 100-2023-b3
DD/C-1011-A46



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. : 23-08-0480
 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
42	PCS	4	Headsets,, LOGITECH H110 STEREO Must be a noise canceling microphone Capable of at least 102 dB sensitivity 20 Hz - 20 Khz frequency response Must have a 3.5mm jack for connectivity Must be supported by up to the latest versions of Windows OS and Mac OS Warranty at least 1 year	1,100.00	4,400.00
43	PCS	3	HDMI cord, ALX HDMI CORD At least 3 meters long Supports HDTVs, projectors and laptops for their respective video and audio outputs Must be fully HDCP compliant to provide the highest level of signal quality	350.00	1,050.00
44	UNIT	3	Webcam, A4 BTECH PK-940HA Capable of rendering full HD 1080P with options of lower resolutions Capable of at least 75 wide degrees viewing angle Capable of at least MPEG and JPEG output formats Must have built-in mic Supported by at least USB 2.0 Supported by up to the latest versions of Windows OS and Mac OS Plug and play Warranty of at least 1 year	2,500.00	7,500.00
45	PCS	10	Acrylic brochure holder, 4" x 7.5", ALX ACRYLIC BROCHURE HOLDER Menu stand vertical clear Color:Clear	250.00	2,500.00

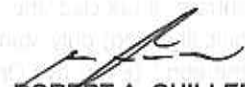
Control No. **4754** SUBTOTAL : **Php 210,730.00**

Total Amount in Words Two Hundred Ten Thousand Seven Hundred Thirty 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. :


ATTY. DIEGO LUIS S. SANTIAGO
(Authorized Official)

Funds Available:


JUVY A. GUENCO
 Chief Accountant

Amount : ₱ 309,442.00
 OBR No. : 100-2023-03
0615-1611-146



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

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

P.O. No. : 23-08-0480
 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
54	SET/S	1	Led Light, PXEL LED LIGHT 18 inches Ring Light with Stand Bi-Color Diffuser atleast 240 LED Beads Inner Ring: 36.5 cm approx. External Diameter: 48.5 cm approx. Item size: 57.5 x 6.7 cm / 22.6 x 19.1 x 2.6 inches approx. With Ring Light Bag	3,000.00	3,000.00
55	UNIT	2	3 in 1 Printer, EPSON L3210 3-in-1 Colored Ink Tank Printer Print, Scan and Copy functions Printing Method: Heat-free Inkjet Technology or equivalent At least 180 Nozzles Black, 59 Nozzles per Color with Variables-sized droplet technology or equivalent Uses Dye Inks (Black, Magenta, Cyan and Yellow) Printing Quality of at least 5,760 x 1,440 DPI Printing Speed Standard of ISO/IEC 24734 or equivalent 10 pages/min Monochrome , 5 pages/min Colour Printing Speed of at least 13 pages/min Colour, at least 30 pages/min for black (A4) on fast draft function with at least 1-year warranty	9,000.00	18,000.00
56	PCS	3	Wired Microphone, YAMAHA Microphone Unit: Dynamic Polar Pattern: Unidirectional Frequency Response: 40Hz- 15 kHz Connector: 3 pin XLR-M type	3,000.00	9,000.00
57	PCS	10	Trash Bin Small, ALX TRASH BIN Office Trash Bin Color: Black Size: 23.6 x 26.6 cm approx.	200.00	2,000.00

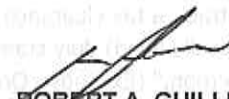
Control No. 4754 SUBTOTAL : **Php 287,542.00**

Total Amount in Words Two Hundred Eighty-seven Thousand Five Hundred Forty-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.

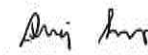

Very truly yours,

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. :  ATTY. DIEGO LUIS S. SANTIAGO (Authorized Official)	Funds Available :  JUVY A. CUENCO Chief Accountant	Amount : <u>₱ 209,442.00</u> OBR No. : <u>100-2023-03</u> <u>0015-1011-A46</u>
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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. : 23-08-0480
 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
58	ROLL	30	Garbage bag, ALX GARBAGE BAG Medium 32" x 24", 25 pcs/roll	160.00	4,800.00
59	PCS	100	Interfolded Paper Towel (Tissue), ALX INTERFOLDED 2 ply 150 sheets	80.00	8,000.00
60	PACK	20	Trash Bag, ALX TRASH BAG Black, Trash Bin Bag, 32x52 inches, 50pcs/ pack	50.00	1,000.00
61	PCS	2	Floor Mop, TORNADO Floor Mop with Bucket materials: PVC Stainless mop Length: 12mm approx. mop Head: 33cm x 12cm (360 degrees rotatable head, soft fiber mop cloth) Bucket: 40cm x 20cm x 20cm approx.	500.00	1,000.00
62	PCS.	10	Door Mat, ALX DOORMAT 18" x 30" cotton	50.00	500.00
63	PCS	5	Broom, ALX BROOM walis tambo weight: 500 grams handle: wood, machine turnished finish diameter handle: 19 mm (min) length handle: 545 mm (min) dry weight of the tiger grass: 200 grams (min) usable length: 270 mm with upper stitch: 20 (min) with lowe stitch: 30 (min)	160.00	800.00

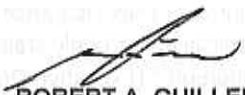
Control No. 4754 SUBTOTAL : **Php 303,642.00**

Total Amount in Words Three Hundred Three Thousand Six Hundred Forty-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.

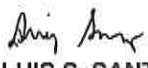
Very truly yours,

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. :


ATTY. DIEGO LUIS S. SANTIAGO
(Authorized Official)

Funds Available :


JUVY A. GUENCO
 Chief Accountant

Amount : ₱ 309,442.00
 OBR No. : 100-2023-03
0015-1011-1746



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. : 23-08-0480
 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
64	PCS.	100	Detergent Powder Soap, SURF 50 g	15.00	1,500.00
65	BOTTLE	10	furniture polish spray, SPLENDA Aerosol type for all types fo surfaces such as furniture, cabinets, countertops, vinyl and leather, etc. Net content: 300ml per can pleasant smell	270.00	2,700.00
66	PCS	8	Insect Spray, KWIK Aerosol Kerosene-based quick kill contact and residual type cautionary scent/odor required multi-insect killer 600ml(min) * Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/ Technical Specification and Bid Bulletin/s if any.	200.00	1,600.00
***** Nothing Follows *****					

For the use of Pasig City LEDIO for the use of Pasig City Local Economic Development and Investment Office

Control No. **4754** GRAND TOTAL : **Php 309,442.00**

Total Amount in Words Three Hundred Nine Thousand Four Hundred Forty-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)
8/7/23
 Date

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

Requisitioning Office/Dept. : ATTY. DIEGO LUIS S. SANTIAGO <i>(Authorized Official)</i>	Funds Available : JUVY A. CUENCO <i>Chief Accountant</i>	Amount : <u>₱ 309,442.00</u> OBR No. : <u>100-2023-03</u> <u>0015 - 1011-1746</u>
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