



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : <u>ALX OFFICE AND SCHOOL SUPPLIES TRADING</u>	P.O. No. : <u>23-09-0575</u>
Address : <u>514-C Natividad St., Zone 8 Barangay 063, District 2, Pasay City</u>	Date : <u>09/05/2023</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>Please Refer to T.O.R</u>
Date of Delivery : <u>-</u>	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
35	SETS	5	Highlighter, FABER CASTELL - Fluorescent - 3 assorted colors per set - Barrel: flat - Tip: chisel point * Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/Technical Specification and Bid Bulletin/s if any.	130.00	650.00
***** Nothing Follows *****					
For the use of Procurement Management Office for the use of Procurement Management Office					

Control No. <u>4796</u>	GRAND TOTAL :	Php 922,528.00
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Total Amount in Words Nine Hundred Twenty-two Thousand Five Hundred Twenty-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,

<p>Conforme : </p> <p style="text-align: center;">ROBERT A. GUILLERMO (Signature over printed name of Supplier)</p> <p style="text-align: center;"><u>9/4/23</u> Date</p>	<p style="text-align: right;"></p> <p style="text-align: right;">VICTOR MA REGIS N. SOTTO (Authorized Official) City Mayor</p>
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<p>Requisitioning Office/Dept. :</p> <p style="text-align: center;"></p> <p style="text-align: center;">ATTY. PONCE MIGUEL D. LOPEZ (Authorized Official)</p>	<p>Funds Available :</p> <p style="text-align: center;"></p> <p style="text-align: center;">JUVY A. CUENCO Chief Accountant</p>	<p>Amount : <u>₱ 922,528.00</u></p> <p>OBR No. : <u>100-2023-07</u> <u>0034-1061-P</u></p>
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PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : **ALX OFFICE AND SCHOOL SUPPLIES TRADING**
 Address : **514-C Natividad St., Zone 8 Barangay 063, District 2, Pasay City**

P.O. No. : **23-09-0575**
 Date : **09/05/2023**
 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 : **Please Refer to T.O.R**
 Date of Delivery : **-** Payment Term : **within 45 days upon completion of delivery**

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
30	PACK	80	Note Fillers, FOCUS/ALX FILLERS - 16 leaves per filler - Size: 6" x 8.5" - 5 fillers per pack	90.00	7,200.00
31	BOXES	30	Fastener, Long Metal, TIGER METAL FASTENER - For paper - Size: 2 cm x 8 cm x 20 cm - 50 sets per box	185.00	5,550.00
32	PCS	100	Empty Sacks, ALX SACKS - Pattern: plain - Color: Assorted - Capacity: 50 kg - Size: 21" x 38"	19.00	1,900.00
33	PCS	100	Recyclable Box, ALX CORRUGATED BOXES - Carton type - Corrugated boxes - Pattern: plain - Color: brown - Size: W 23" x D 23" x H 23"	50.00	5,000.00
34	PCS	160	Ballpen, FLEXSTICK BALLPEN - Ordinary - Pen tip: 0.7 mm - Color: black	9.00	1,440.00

Control No. **4796** SUBTOTAL : **Php 921,878.00**

Total Amount in Words **Nine Hundred Twenty-one Thousand Eight Hundred Seventy-eight Pesos Only.**

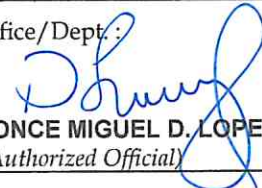
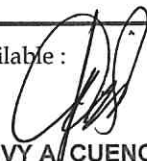
In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

Conforme :


ROBERT A. GUILLERMO
 (Signature over printed name of Supplier)
 9/6/23
 Date

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

Requisitioning Office/Dept. :  ATTY. PONCE MIGUEL D. LOPEZ (Authorized Official)	Funds Available :  JUVY A. CUENCOP Chief Accountant	Amount : ₱ 921,878.00 OBR No. : 100-2023-07 0634-1061-P
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PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : <u>ALX OFFICE AND SCHOOL SUPPLIES TRADING</u>	P.O. No. : <u>23-09-0575</u>
Address : <u>514-C Natividad St., Zone 8 Barangay 063, District 2, Pasay City</u>	Date : <u>09/05/2023</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>Please Refer to T.O.R</u>
Date of Delivery : <u>-</u>	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
24	BOTTLE	20	EPSON INK #003 (YELLOW), EPSON INK 003 - Type: original/genuine - Ink color: yellow - Capacity: 65 ml/bottle	353.00	7,060.00
25	BOTTLE	20	EPSON INK #003 (CYAN), EPSON INK 003 - Type: original/genuine - Ink color: cyan - Capacity: 65 ml/bottle	353.00	7,060.00
26	BOTTLE	20	EPSON INK #003 (MAGENTA), EPSON INK 003 - Type: original/genuine - Ink color: magenta - Capacity: 65 ml/bottle	353.00	7,060.00
27	PIECE	4	Typewriter Ribbon, AD-RITE - Nylon typewriter machine ribbon - For manual and electric - Ink: medium - Color: black - Weight: 0.019 kg - Length: 6 cm - Width: 6 cm - Height: 2 cm	39.50	158.00
28	PACK	60	Vellum Board, BRIGHT VELLUM BOARD - Color: Cream or White - 10 sheets per pack - A4 size - 200 GSM	106.00	6,360.00
29	BOX	60	Retractable Gel Pen (Black), HBW IGEL - Pen tip: 0.5 mm - 12 pieces per box	250.00	15,000.00

Control No. **4796** SUBTOTAL : **Php 900,788.00**

Total Amount in Words Nine Hundred Thousand Seven Hundred Eighty-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 :

ROBERTA A. GUILLERMO

(Signature over printed name of Supplier)

Date
9/6/23

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept:

ATTY. PONCE MIGUEL D. LOPEZ
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱ 922,528.00

OBR No. : 100-2623-07

1034-1061-P



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : <u>ALX OFFICE AND SCHOOL SUPPLIES TRADING</u>	P.O. No. : <u>23-09-0575</u>
Address : <u>514-C Natividad St., Zone 8 Barangay 063, District 2, Pasay City</u>	Date : <u>09/05/2023</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>Please Refer to T.O.R</u>
Date of Delivery : <u>-</u>	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
20	UNIT	1	Digital Voice Recorder, SONY ICD UX570F - Built-in memory: 4 GB (expandable) - Channel: stereo - Recording and playback format: MP3, WMA etc. - Earphone jack - Built-in microphone - USB connectivity - Functionality: voice-operated recording to equivalent, noise cut filter, low cut filter, digital pitch control, USB charge - Rechargeable Lithium-Ion Battery, embedded - Accessories: Instruction manual, carrying pouch, hand strap - Warranty: one (1) year on parts and services	7,900.00	7,900.00
21	PIECES	20	Rubber Eraser, ALX ERASER - Material: rubber - Shape: rectangular - Color: white - Use: for erasing	19.50	390.00
22	PIECES	24	Sign Pen, PILOT - Ink Color: Blue - Type: gel ink - Tip: 0.5 mm, needle type - With non-slip, rubber grip - With metal clip - One (1) piece barrel (non-refillable)	65.00	1,560.00
23	BOTTLE	60	EPSON INK #003 (BLACK), EPSON INK 003 - Type: original/genuine - Ink color: black - Capacity: 65 ml/bottle	320.00	19,200.00

Control No. **4796** SUBTOTAL : **Php 858,090.00**

Total Amount in Words Eight Hundred Fifty-eight Thousand Ninety 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.:

ATTY. PONCE MIGUEL D. LOPEZ
(Authorized Official)

Funds Available:

JUVY A. CUENCO
Chief Accountant

Amount : ₱ 922,528.00

OBR No. : 100-2023-07

0034-1061-P



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALX OFFICE AND SCHOOL SUPPLIES TRADING
 Address : 514-C Natividad St., Zone 8 Barangay 063, District 2, Pasay City

P.O. No. : 23-09-0575
 Date : 09/05/2023
 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 : Please Refer to T.O.R
 Date of Delivery : - Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
16	PIECE	1	dating and stamping machine, TRODAT SELF INKING STAMP - Frame: steel and plastic or sturdy all-plastic frame - Four band date and 12 year band, date format: DD-Month-YYYY, month should be in words - Self-inking stamp pad, acceptable color: black or violet - With locking mechanism - With removable and refillable ink pad, single color - Size of imprint (min.): 30 mm x 45 mm	598.00	598.00
17	PIECE	6	Paper puncher, CARL PAPER PUNCHER - Metal type - Punching capacity: 30 sheets of 70 gsm multipurpose paper - With two hole guide, with 70 mm between holes - Diameter of hole: 7 mm (approximate)	232.00	1,392.00
18	PCS	12	Stapler, Standard Type, JOY/ EAGLE - Load capacity (min.): 200 staples min - Staple pusher shall be a metal piece and not spring	173.00	2,076.00
19	PCS	3	Tape Dispenser, ALX TAPE DISPENSER - Heavy duty - Net weight (min.): 1.2 kg - Body made of rigid plastic, smooth finish: weighted - Non-skid full rubber base - Serrated cutting blade thickness: 0.40 mm (+/- 0.03 mm) - Holds rolls up to 24 mm wide on 75 mm core - Easy one-handed operation - Assorted color	153.00	459.00

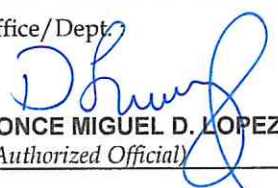
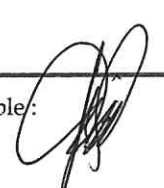
Control No. **4796** SUBTOTAL : **Php 829,040.00**

Total Amount in Words Eight Hundred Twenty-nine Thousand Forty 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)
9/6/23
 Date

Requisitioning Office/Dept.  ATTY. PONCE MIGUEL D. LOPEZ (Authorized Official)	Funds Available:  JUVY A. CJENCO Chief Accountant	Amount : <u>₱ 922,528.00</u> OBR No. : <u>106-2023-07</u> <u>0634-1061-P</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., Zone 8 Barangay 063, District 2, Pasay City

P.O. No. : 23-09-0575
 Date : 09/05/2023
 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 : Please Refer to T.O.R
 Date of Delivery : - Payment Term : within 45 days upon completion of delivery


ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
12	BOX	50	PAPER CLIP, SNOWMAN PAPER CLIP - Vinyl/plastic coated - Wire diameter (min.): 1.0 mm - Length of clip (min.): 50 mm - Assorted colors - 100 pieces per box	39.00	1,950.00
13	BOXES	15	Rubber band, BRITE RUBBER BAND - Net weight (min.): 350 grams - Width (min.): 1.00 mm - Thickness (min.): 1.0 mm - Lay flat length (+10%): 70 mm - Tensile length (min.): 9.81 Mpa - Elongation (min.): 500%	245.00	3,675.00
14	PIECE	4	Stamp Pad, HBW STAMP PAD - Felt - Made of metal, plastic or combination of plastic and metal - Thickness of metal: 0.20 mm (min.) - Plastic material/component shall be resistant to impact and ink - Stamp bed to be used is felt or its equivalent - Thickness of felt: 5 mm (min.) - Stamp bed size: 60 mm x 100 mm (min.)	78.00	312.00
15	PIECE	10	Cutter Knife, ALX CUTTER - General purpose snap off blade cutter/utility knife - With anti-slip grip plastic molded body - Blade measurements, length: 100 mm (+/- 2 mm), width: 16 mm (+/- 2 mm), thickness: at least 0.40 mm - With built-in blade snapper - With steel blade track - With safety screw locking mechanism	73.00	730.00

Control No. **4796** SUBTOTAL : **Php 824,515.00**

Total Amount in Words Eight Hundred Twenty-four Thousand Five Hundred Fifteen 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)
9/6/23
 Date

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

Requisitioning Office/Dept. :

ATTY. PONCE MIGUEL D. LOPEZ
 (Authorized Official)

Funds Available :

JUVY A. CUENCOS
 Chief Accountant

Amount : P 922,528.00
 OBR No. : 106-2023-07
0034-1061-f



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

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Date of Delivery : <u>-</u>	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
7	PACK	75	Tissues, ALX- INTERFOLDED PAPER TOWEL - Interfolded Paper Towel - Basis Weight: 34 gsm - Total number of sheets per pack: 150 pulls - Number of ply: one (1) ply	59.00	4,425.00
8	BOX	30	CLIP, SMITH/MGK CLIP - Backfold - All metal - Color: Black - Clamping length: 32 mm (-1 mm) - Clamping depth (min.): 14 mm - 12 pieces per box	40.00	1,200.00
9	BOXES	60	Fastener, JOY/KW-TRIO - For paper - Able to hold 25 mm thick of multipurpose paper (70 gsm) - Size: 2 cm x 8 cm x 14 cm - 50 sets per box	97.00	5,820.00
10	BOX	5	Expanded Folder, P/X TRIGEM PRESSBOARD FOLDER - Pressboard, long - Size: 369 x 242 mm (-5 mm) - Thickness (min.): 0.40 mm - Basis Weight (min.): 312 gsm - Color: green - Accordion-pleat gusset: book cloth/paper cloth - Expansion (-3 mm): 39 mm	1,200.00	6,000.00
11	SET	4	Marker, FLEX OFFICE WHITEBOARD MARKER - For whiteboard - Color: blue - Tip: felt tip, bullet type	46.00	184.00

Control No. **4796** SUBTOTAL : **Php 817,848.00**

Total Amount in Words Eight Hundred Seventeen Thousand Eight Hundred Forty-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)
Date 9/4/23

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

Requisitioning Office/Dept. ATTY. PONCE MIGUEL D. LOPEZ (Authorized Official)	Funds Available : JUVY A. GUENCO Chief Accountant	Amount : <u>₱ 922,528.00</u> OBR No. : <u>106-2023-07</u> <u>0634-1011-2</u>
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PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : <u>ALX OFFICE AND SCHOOL SUPPLIES TRADING</u>	P.O. No. : <u>23-09-0575</u>
Address : <u>514-C Natividad St., Zone 8 Barangay 063, District 2, Pasay City</u>	Date : <u>09/05/2023</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>Please Refer to T.O.R</u>
Date of Delivery : <u>-</u>	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	CAN	3	Insecticide, BAYGON - Aerosol type - Kerosene based - Quick kill contact and residual type - Cautionary scent/odor required - Multi-insect killer - Net content per can: 600 ml min.	348.00	1,044.00
2	BOTTLE	10	Stamp Pad Ink, ARTLINE STAMP PAD INK - Color: Violet - Volume (min.): 50 ml/bottle	131.00	1,310.00
3	REAMS	500	PAPER, MULTICOPY, APLUS/COPY ONE COPY PAPER - Basis Weight: 80 gsm - Size: Legal, 216 mm x 330 mm - Sheet count (min.): 500 sheets per ream	264.00	132,000.00
4	REAMS	385	PAPER, MULTICOPY, APLUS/COPY ONE COPY PAPER - Basis Weight: 80 gsm - Size: A4, 210 mm x 297 mm - Sheet count (min.): 500 sheets per ream	249.00	95,865.00
5	REAMS	1,500	Paper multi-purpose 70gsm size 216mm x 330mm, legal, APLUS/COPY ONE COPY PAPER - Basis Weight: 70 gsm - Sheet count (min.): 500 sheets per ream	234.00	351,000.00
6	REAMS	1,000	Paper multi-purpose 70gsm size 210mm x 207mm A4, APLUS/COPY ONE COPY PAPER - Basis Weight: 70 gsm - Sheet count (min.): 500 sheets per ream	219.00	219,000.00



Control No. <u>4796</u>	SUBTOTAL :	Php 800,219.00
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Total Amount in Words Eight Hundred Thousand Two Hundred Nineteen Pesos Only.

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Very truly yours,

Conforme:  **VICTOR MA REGIS N. SOTTO**
 (Signature over printed name of Supplier) (Authorized Official)
 Date: 7/6/23 City Mayor

Requisitioning Office/Dept.: <u></u> ATTY. PONCE MIGUEL D. LOPEZ (Authorized Official)	Funds Available : <u></u> JUVY A. CUENCO Chief Accountant	Amount : <u>₱ 922,528.00</u> OBR No. : <u>100-2023-07</u> <u>0034-1001-0</u>
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