



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : G.UY GENERAL MERCHANDISE  
 Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
 Date : 09/26/2023  
 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 : Refer to the Terms of Reference  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	REAMS	150	Bond Paper Long (Legal size), PAPER ONE Minimum Specifications: * 8.5" x 13" * at least 80gsm <b>PAPER ONE</b>	290.00	43,500.00
2	REAMS	120	Bond Paper A4, PAPER ONE Minimum Specifications: * 8.25" x 11.75" * at least 80gsm	280.00	33,600.00
3	REAMS	110	Bond Paper Short, PAPER ONE Minimum Specifications: * 216mm x 279mm * at least 80gsm	270.00	29,700.00
4	PACKS	45	Continuous Form, CROCO Minimum Specifications: * 3 ply * 11" x 9.5, 500s	780.00	35,100.00
5	PACK	14	Folder White, VALLIANT Minimum Specifications: * Long, with tab, 100s	760.00	10,640.00
6	PCS	1,500	Plastic Envelope long with Handle, JOY Minimum Specifications: * Long Plastic Envelope * w/ handle	90.20	135,300.00
7	BOXES	34	Ballpen, FLEXSTICK Minimum Specifications: * Black, 25s * 0.7 tip	150.00	5,100.00

Control No. **4899** SUBTOTAL : **Php 292,940.00**

**Total Amount in Words** Two Hundred Ninety-two Thousand Nine Hundred 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,

Conforme :

GELSEY MAGNE V. UY

(Signature over printed name of Supplier)

09-29-2023  
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 : ₱ 700,998.20

OBR No. : 100-2023-06  
0962-1011



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : G.UY GENERAL MERCHANDISE  
 Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
 Date : 09/26/2023  
 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 : Refer to the Terms of Reference  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
8	BOXES	34	Ballpen, FLEXSTICK Minimum Specifications: * Blue, 25s * 0.7 tip	150.00	5,100.00
9	PCS	58	Sign Pen, DONG-A Minimum Specifications: * Blue, liquid/gel ink * 0.5mm tip	40.00	2,320.00
10	PCS	15	Stamp Pad, JOY Minimum Specifications: * felt * BED DIMENSION: 60mm x 100mm min. * COLOR: Black/Purple	50.88	763.20
11	PCS	40	Correction tape, JOY Minimum Specifications: * Film base type, Length of tape: 6m min.	30.00	1,200.00
12	BOXES	60	Fastener (Stainless), JOY Minimum Specifications: * Stainless Steel * CAPACITY: 2" * 50s	50.00	3,000.00
13	BXS	60	Staple Wire, JOY Minimum Specifications: * No.35 * At least 5,000 staples per box	55.00	3,300.00
14	BOXES	35	Rubber band, BRITE Minimum Specifications: * 70mm min. lay flat length (#18), * 350grms	240.00	8,400.00

Control No. **4899**

**SUBTOTAL : Php 317,023.20**

**Total Amount in Words** *Three Hundred Seventeen Thousand Twenty-three Pesos And 20/100 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 :

GELSEY MAGNE V. UY

*(Signature over printed name of Supplier)*

Date

*[Handwritten Signature]*

*09-29-2023*

**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 : ₱ 700,996.20

OBR No. : 100-2023-06  
0962-1011



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : G.UY GENERAL MERCHANDISE  
 Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
 Date : 09/26/2023  
 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 : Refer to the Terms of Reference  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
15	PCS	35	Record Book, VALLIANT Minimum Specifications: * 300 pages, 214 mm x 278 mm min.	75.00	2,625.00
16	PCS	25	Glue, JOY Minimum Specifications: * 225 grams min. * Multi-purpose * COLOR: White	90.00	2,250.00
17	PCS	30	Packaging tape, CROCO Minimum Specifications: * 2 inches, 200m min. * COLOR: Brown	60.00	1,800.00
18	PCS	30	Packaging Tape, CROCO Minimum Specifications: * Transparent * 2 inches, 200m min.	60.00	1,800.00
19	PCS	1,300	Isoprophyl Alcohol, GREEN CROSS Minimum Specifications: * 70% Solution * 500mL	70.00	91,000.00
20	PACKS	50	Specialty paper, ELIT Minimum Specifications: * SIZE: A4 * Fine, Linen, Cream color * 120gsm, 10s	50.00	2,500.00
21	PCS	6	Stapler, JOY Minimum Specifications: * Load Cap: 200 staples minimum, with built-in remover * COLOR: Black/Blue * Heavy Duty	230.00	1,380.00

Control No. 4899 SUBTOTAL : **Php 420,378.20**

**Total Amount in Words** Four Hundred Twenty Thousand Three Hundred Seventy-eight Pesos And 20/100 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 :

GELSEY MAGNE V. UY

(Signature over printed name of Supplier)

Date

Very truly yours,

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

ERNE AL O. EDRALIN  
(Authorized Official)

Funds Available :

JUVY A. CUENCO  
Chief Accountant

Amount : P 700,998.20

OBR No. : 100-2023-06

0962-1011



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : G.UY GENERAL MERCHANDISE  
 Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
 Date : 09/26/2023  
 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 : Refer to the Terms of Reference  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
22	PCS	6	Puncher, MPC CLASSIQUE Minimum Specifications: * 2 Holes * 9cm x 7cm * COLOR: Black/Blue * Heavy Duty	180.00	1,080.00
23	PCS	6	Calculator, CASIO Minimum Specifications: * 12 Digit Wide Screen Display * Solar powered * Heavy Duty	450.00	2,700.00
24	PACKS	10	Colored Paper, NAPPCO Minimum Specifications: * COLOR: Green * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack	30.00	300.00
25	PACKS	10	Colored Paper, NAPPCO Minimum Specifications: * COLOR: Orange * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack	30.00	300.00
26	PACKS	10	Colored Paper, NAPPCO Minimum Specifications: * COLOR: Lavander/Purple * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack	30.00	300.00

Control No. **4899**

**SUBTOTAL : Php 425,058.20**

**Total Amount in Words** Four Hundred Twenty-five Thousand Fifty-eight Pesos And 20/100 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 :

GELSEY MAGNE V. UY  
 (Signature over printed name of Supplier)  
09-29-2023  
 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 : ₱ 700,998.20  
 OBR No. : 100-2023-06  
0962-1011



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : G.UY GENERAL MERCHANDISE  
 Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
 Date : 09/26/2023  
 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 : Refer to the Terms of Reference  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
27	PACKS	10	Colored Paper - Pink, NAPPCO Minimum Specifications: * COLOR: Pink * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack	30.00	300.00
28	PACKS	10	Colored Paper - Blue, NAPPCO Minimum Specifications: * COLOR: Blue * SIZE: A4 or 210mm x 297mm * 120gsm * 10's per pack	30.00	300.00
29	BOX	20	Coated Paper Clips, JOY Minimum Specifications: * Atleast 50mm * Vinyl Coated * Assorted Colors * 100pcs. per box	35.00	700.00
30	PCS	100	Expandable Envelope, Legal, LOCAL Minimum Specifications: * Assorted color * SIZE: 382mm x 240mm * w/ elastic band	35.00	3,500.00
31	PCS	200	Manila Envelope, METRO Minimum Specifications: * Long (Legal Size) - 10"x15"	4.00	800.00
32	PCS	30	Highlighter, EXCEL Minimum Specifications: * Writing Length: 100m approx. * Assorted Colors	25.00	750.00


Control No. **4899** **SUBTOTAL :** **Php 431,408.20**


**Total Amount in Words** Four Hundred Thirty-one Thousand Four Hundred Eight Pesos And 20/100 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 :   
GELSEY MAGNE V. UY  
*(Signature over printed name of Supplier)*  
09-29-2023  
 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 : ₱ 700,998.20  
 OBR No. : 100-2023-06  
0962-1011



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : G.UY GENERAL MERCHANDISE  
 Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
 Date : 09/26/2023  
 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 : Refer to the Terms of Reference  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
33	PCS	60	White board marker, EXCEL Minimum Specifications: * Color: Black * Fine Tip * Writing Length: 120m approx.	45.00	2,700.00
34	BOTTLE	20	EPSON 003 Ink Bottle 65ml (Black), EPSON Minimum Specifications: * COLOR: Black * At least 65ml * at least 3years before expiry	330.00	6,600.00
35	BOTTLE	20	EPSON 003 Ink Bottle 65ml (Cyan), EPSON Minimum Specifications: * COLOR: Cyan * At least 65ml * at least 3years before expiry	330.00	6,600.00
36	BOTTLE	20	EPSON 003 Ink Bottle 65ml (Yellow), EPSON Minimum Specifications: * COLOR: Yellow * At least 65ml * At least 3years before expiry	330.00	6,600.00
37	BOTTLE	20	EPSON 003 Ink Bottle 65ml (Magenta), EPSON Minimum Specifications: * COLOR: Magenta * At least 65ml * At least 3years before expiry	330.00	6,600.00

Control No. **4899**

**SUBTOTAL : Php 460,508.20**

**Total Amount in Words** Four Hundred Sixty Thousand Five Hundred Eight Pesos And 20/100 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 :

GELSEY MAGNE V. UY

(Signature over printed name of Supplier)

09-26-2023  
Date

Very truly yours,

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

ERNE AL O. EDRALIN  
(Authorized Official)

Funds Available :

JUVY A. CUENCO  
Chief Accountant

Amount : ₱ 700,998.20  
 OBR No. : 100-2023-06  
0962-1011



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : G.UY GENERAL MERCHANDISE  
 Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
 Date : 09/26/2023  
 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 : Refer to the Terms of Reference  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
38	BOTTLE	20	BOTTLE INK, EPSON Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Black, 6641 * At least 60ml. * At least 3years before expiry	430.00	8,600.00
39	BOTTLE	20	BOTTLE INK, EPSON Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Cyan, 6642 * At least 60ml * At least 3years before expiry	430.00	8,600.00
40	BOTTLE	20	BOTTLE INK, EPSON Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Magenta, 6643 * At least 60ml * At least 3years before expiry	430.00	8,600.00
41	BOTTLE	20	BOTTLE INK, EPSON Minimum Specifications: * EPSON L220 Ink Bottle * COLOR: Yellow, 6644 * At least 60ml * At least 3years before expiry	430.00	8,600.00
42	PCS	4,350	Id holder with lace, LOCAL Minimum Specifications: * For ID Holder: A6" Approx. 105 x 148mm * For ID Lace: 1 inch, Lanyard Plain, Black	35.00	152,250.00

Control No. **4899**

**SUBTOTAL : Php 647,158.20**

**Total Amount in Words** Six Hundred Forty-seven Thousand One Hundred Fifty-eight Pesos And 20/100 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 :

GELSEY MAGNE V. UY

*(Signature over printed name of Supplier)*

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 : ₱ 700,998.20

OBR No. : 100-2023-06  
6962-1011



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : <u>G.UY GENERAL MERCHANDISE</u>	P.O. No. : <u>23-09-0645</u>
Address : <u>102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City</u>	Date : <u>09/26/2023</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>Refer to the Terms of Reference</u>
Date of Delivery : _____	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
43	BOTTLE	20	EcoTank L15150 - Epson 008 C, EPSON Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Cyan, 008 * At least 70ml * At least 3years before expiry	330.00	6,600.00
44	BOTTLE	20	EcoTank L15150 - Epson 008 BK, EPSON Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Black, 008 * At least 70ml * At least 3years before expiry	330.00	6,600.00
45	BOTTLE	20	EcoTank L15150 - Epson 008 M, EPSON Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Magenta, 008 * At least 70ml * At least 3years before expiry	330.00	6,600.00
46	BOTTLE	20	EcoTank L15150 - Epson 008 Y, EPSON Minimum Specifications: * EPSON L15150 Ink Bottle * COLOR: Yellow, 008 * At least 70ml * At least 3years before expiry	330.00	6,600.00

Control No. **4899** SUBTOTAL : **Php 673,558.20**

**Total Amount in Words** Six Hundred Seventy-three Thousand Five Hundred Fifty-eight Pesos And 20/100 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 :

GELSEY MAGNE V. UY

*(Signature over printed name of Supplier)*

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 :

₱ 706,996.20

OBR No. :

100-2023-06  
0962-1011





# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : G.UY GENERAL MERCHANDISE  
Address : 102 Ligaya St., 7th Av., Barangay 112, District 2, Caloocan City

P.O. No. : 23-09-0645  
Date : 09/26/2023  
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 : Refer to the Terms of Reference  
Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
47	PCS	28	Epson LQ2190 Ribbon, EPSON Minimum Specification: * Ribbon Cartridge * COLOR: Black * SIZE: Approximately: 29.5x 7.5x 4cm / 11.6" x 2.95" x 1.57" * WEIGHT: Approximately - 123g * Ribbon Specs: Approximately - 12.7mm x 8m * At least 3years before expiry  *Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/ Technical Specification and Bid Bulletin/s, if any*	980.00	27,440.00
***** Nothing Follows *****					

For support to COMELEC (District 1 & 2) for the use of City Mayor's Office

Control No. **4899**


**GRAND TOTAL :** **Php 700,998.20**

**Total Amount in Words** *Seven Hundred Thousand Nine Hundred Ninety-eight Pesos And 20/100 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 :

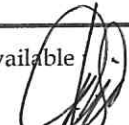
  
GELSEY MAGNE V. UY  
(Signature over printed name of Supplier)  
09-29-23  
Date

  
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 : ₱ 700,998.20  
OBR No. : 100-2023-06  
0962-1011