



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

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

P.O. No. : 23-12-0904
 Date : 12/07/2023
 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 but not to exceed 31 December 2023
 Date of Delivery : _____ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
LOT 1 OFFICE SUPPLIES					
1	bottle	125	Ink Cartridge, EPSON 003 INK -EPSON L3210 (003), EPSON WF 2960- DWF, Black	277.00	34,625.00
2	bottle	100	Ink Cartridge, EPSON 003 INK -EPSON L3210 (003), EPSON WF 2960- DWF, Cyan	299.00	29,900.00
3	bottle	100	Ink Cartridge, EPSON 003 INK -EPSON L3210 (003), EPSON WF 2960- DWF, Magenta	299.00	29,900.00
4	bottle	100	Ink Cartridge, EPSON 003 INK -EPSON L3210 (003), EPSON WF 2960, Yellow	299.00	29,900.00
5	pack	20	Battery, Dry Cell, AA, KODAK BATTERY -Extra Heavy Duty Battery AA, 4pcs/pack -leakage-proof packing, shelf-time up to 2years -Mercury, Cadmium, lead free	80.00	1,600.00
6	pack	20	Battery, Dry Cell, AAA, KODAK BATTERY -Extra Heavy Duty Battery AAA, 4pcs/pack -leakage-proof packing, shelf-time up to 2years	100.00	2,000.00
7	box	20	Clip, SMITH / MGK -Backfold, Size: 32mm, 12 pcs/box	46.50	930.00
8	pcs	50	Correction tape, SENO / REWRITE -Size: 5m x 5mm	31.50	1,575.00


Control No. 5132 SUBTOTAL : **Php 130,430.00**

Total Amount in Words One Hundred Thirty Thousand Four 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 :

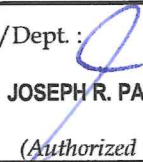
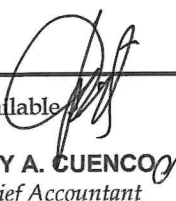

ROBERT A. GUILLERMO

(Signature over printed name of Supplier)
12/22/23

 Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)
 City Mayor

Requisitioning Office/Dept : <div style="text-align: center;"> JOSEPH R. PANALIGAN _____ <i>(Authorized Official)</i></div>	Funds Available: <div style="text-align: center;"> JUVY A. CUENCOP _____ Chief Accountant</div>	Amount : <u>₱ 595,355.00</u> OBR No. : <u>100-2023-12</u> <u>0515-1111</u>
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P.O. No. : 23-12-0904
 Date : 12/07/2023
 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 but not to exceed 31 December 2023
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
9	pcs	20	Cutter/Utility Knife, ALX HEAVY DUTY CUTTER General purpose snap off blade cutter/utility knife -With anti-slip grip plastic molded body -Blade measurements: Length: 100mm (+/- 2mm) Width: 16mm (+/- 2mm) Thickness: At least 0.40mm -With built-in blade snapper -With steel blade track -With safety screw locking mechanism	91.00	1,820.00
10	box	50	Fastener, SMITH / MGK -Metal, 50 sets 2" thick, hole to hole 7cm	62.00	3,100.00
11	pcs	50	Flash drive, SANDISK CRUZER BLADE 2.0 16GB -16 GB Capacity	359.00	17,950.00
12	pcs	20	Magazine File Box, Large, ALX MAGAZINE BOX With closed ends -Outside Dimension: Width(min): 125mm Height(min): 230mm Length(min): 400mm -Material: Chipboard(min): 3mm thick Leatherette paper for outside cover Coated paper for inside cover -Front of the box: With finger ring and pocket for label insert -Assorted colors (red, green, blue and maroon) one shade only	220.00	4,400.00

Control No. 5132 SUBTOTAL : **Php 157,700.00**

Total Amount in Words One Hundred Fifty-seven Thousand Seven Hundred 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)
12/22/23
 Date

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

Requisitioning Office/Dept. : <p style="text-align: center;"> JOSEPH R. PANALIGAN (Authorized Official)</p>	Funds Available <p style="text-align: center;"> JUVY A. GUENCO Chief Accountant</p>	Amount : <u>₱ 595,355.00</u> OBR No. : <u>100-2623-12</u> <u>0515-4411</u>
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 Address : 514-C Natividad St. Zone 8 Brgy. 063, District 2, Pasay City

P.O. No. : 23-12-0904
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Delivery Term : 30 Calendar days but not to exceed 31 December 2023
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
13	pcs	50	Marker, Permanent, HBW / EXCEL -Bullet Type, Black	29.00	1,450.00
14	pcs	50	Marker, Permanent, HBW / EXCEL -Bullet Type, Red	29.00	1,450.00
15	pcs	50	Marker, Whiteboard, HBW / EXCEL -Blue, felt tip, bullet type	30.00	1,500.00
16	pcs	50	Marker, Whiteboard, HBW / EXCEL -Red, felt tip, bullet type	30.00	1,500.00
17	pads	50	Notepad, ALX NOTEPAD 3" X 3" -Stick-On, 3" x 3" -100 sheets/pad, multi color	60.00	3,000.00
18	pcs	20	Office Tray, ALX 3 LAYER METAL OFFICE TRAY -3 Layer, Metal, Size: 37L x 29H x 24W cm	450.00	9,000.00
19	pads	25	Pad Paper Ruled, VECO / VICTORY Non-blot -Basis Weight (-5%): 55gsm, bond -Size(+/- 2mm): 216mm x 330mm -Thickness(min.): 0.07mm -90 sheets per pad -Rulling: Top Margin (min.): 27mm Distance between lines: 9mm-10mm -Number of space(min.): 30 -Color: white or yellow	33.00	825.00

Control No. 5132


SUBTOTAL : Php 176,425.00

Total Amount in Words One Hundred Seventy-six Thousand Four Hundred Twenty-five Pesos Only.

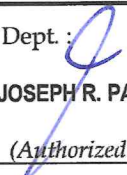
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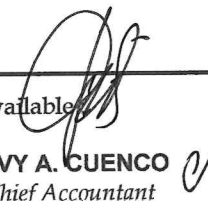
Very truly yours,

Conforme :


ROBERT A. GUILLERMO
 (Signature over printed name of Supplier)
12/22/23
 Date

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

Requisitioning Office/Dept. : 
JOSEPH R. PANALIGAN
 (Authorized Official)

Funds Available 
JUVY A. CUENCO
 Chief Accountant

Amount : ₱ 595,355.00
 OBR No. : 100 - 2023 - 12
0515-4411



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
20	box	50	Paper Clip, SNOWMAN -Vinyl/Plastic Coated, 33mm -100pcs/box, assorted color	25.00	1,250.00
21	box	50	Paper Clip, SNOWMAN -Vinyl/Plastic Coated, 50mm -100pcs/box, assorted color	33.00	1,650.00
22	ream	1,000	Copy Paper Legal - 80gsm, 500 sheets/ream, COPY ONE / APLUS	301.00	301,000.00
23	ream	300	Copy Paper - A4 -80gsm, 500 sheets/ream, COPY ONE / APLUS	264.00	79,200.00
24	box	50	Pencil Lead with Eraser, PINOY / TPENCIL -12 pcs/box	119.00	5,950.00
25	piece	30	Puncher, HBW PUNCHER -Paper, Heavy Duty, Size: Large, Can punch up to 25 sheets	270.00	8,100.00
26	pcs	50	Ruler, JOY RULER 18" -Plastic, Size: 450mm	44.00	2,200.00
27	pair	30	Scissors, ALX SCISSORS -Symmetrical/Assymetrical, Size: 8 inches	89.00	2,670.00
28	bottles	20	Stamp Pad Ink, ARTLINE -Purple or Violet, 50ml	118.00	2,360.00
29	pcs	20	Stamp Pad, HBW STAMP PAD -Felt No.2, Medium Size	129.00	2,580.00
30	cartridge	2	Staple Cartridges No. 70Fe, 5000/Cartridges, MAX STAPLER CARTRIDGE FOR EH-70 F-5000 PACK - 70	1,630.00	3,260.00


Control No. 5132 SUBTOTAL : **Php 586,645.00**

Total Amount in Words Five Hundred Eighty-six Thousand Six Hundred Forty-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)
12/22/23

Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)
 City Mayor

Requisitioning Office/Dept.  JOSEPH R. PANALIGAN _____ <i>(Authorized Official)</i>	Funds Available  JUVY A. CUENCO Chief Accountant	Amount : <u>₱ 595,355.00</u> OBR No. : <u>100 - 2023 - 12</u> <u>0515 - 4411</u>
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
31	pcs	20	Staple Remover, HBW -Pressing Type	32.00	640.00
32	unit	20	Tape dispenser, HBW / NEW WONDER -Table Top, for 24mm width tape	140.00	2,800.00
33	roll	30	Tape, ANCHOR MASKING TAPE -Masking tape, 24mm x 18m	45.00	1,350.00
34	roll	40	Tape, PEICHEN TAPE -Tranparent tape, 24mm x 45m	26.00	1,040.00
35	roll	40	Tape, SENO / KING -Transparent tape, 48mm x 30m	72.00	2,880.00
*Purchas Order shall cover all items found in the Request for Quotation, Terms of Reference / Technical Specification, and Bid Bulletin/s, if any.					
				Sub Total :	595,355.00
***** Nothing Follows *****					

Control No. 5132


GRAND TOTAL : Php 595,355.00

Total Amount in Words *Five Hundred Ninety-five Thousand Three Hundred Fifty-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

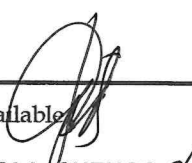
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VICTOR MA REGIS N. SOTTO

(Authorized Official)
 City Mayor

Requisitioning Office/Dept. : 
JOSEPH R. PANALIGAN

(Authorized Official)

Funds Available: 
JUVY A. CUENCO

 Chief Accountant

Amount : ₱ 595,355.60
 OBR No. : 100-2023-12
0515-4411