



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : G.C.V. OFFICE AND SCHOOL SUPPLIES TRADING
 Address : 057 Snt. Dominic II, Sto. Nino, Cainta

P.O. No. : 24-03-1132
 Date : 03/21/2024
 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
			Lot 1		
1	ream	100	Bond/Copy Paper Legal multi-purpose, 80 gsm, HARD COPY	335.00	33,500.00
2	pcs	1,000	Customized with Logo Mail Envelope White (long), ADVANCE WHITE Logo Size: 1/2 inch Envelope: 4 1/8 in x 9 1/2 in	16.00	16,000.00
3	pcs	25	Data File Box, CESS Made of chipboard, with closed ends, 3 mm thick Size: 125 mm x 230 mm x 400 mm	190.00	4,750.00
4	set	15	Highlighter, STABILO BOSS Fluorescent, 3 colors per set	150.00	2,250.00
5	rolls	50	tape Transparent, ARMAK width: 24 mm length: 50 m	73.00	3,650.00
6	pcs	6	Scissors, symmetrical, blade length: 65mm, JOY	50.00	300.00

Control No. 5412 SUBTOTAL : **Php 60,450.00**

Total Amount in Words Sixty Thousand Four Hundred Fifty 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 :

FOR: VANENE C. MISTRADIO

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

GENEVA CRUZ VINLUAN

(Signature over printed name of Supplier)

4/15/24
 Date

Requisitioning Office/Dept. :
JOSEPHINE C. LATA-BAGAOISAN
 (Authorized Official)

Funds Available :
JUVY A. CUENCO
 Chief Accountant

Amount : 127,800.00
 OBR No. : 100-2024-010001-1131



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Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
7	pc	1	stapler metal, JOY Type: desktop, high capacity/volume Compatible with the following staple wire sizes: 13mm and 17mm Material: - body: metal - base grip: non-skid durable material Stapling Capacity for 13mm staple wire: 25-90 sheets of 70 gsm multi-purpose paper Stapling Capacity for 17mm staple wire: 25-135 sheets of 70 gsm multi-purpose paper Load Capacity: 100 staples (min) Throat: - Depth: 65mm (min) with adjustable paper guide Dimension: Manufacturer's Standard Brand shall be engraved/embossed/printed/permanent stickered on the item Warranty: 1 year	1,500.00	1,500.00
8	pcs	4	Dating and stamping (self-inking date stamps), SHINY/CESS Frame: steel and plastic or sturdy all plastic frame Four band date and 12 year band Date Format: MM-DD-YYYY Self-inking stamp pad Acceptable colors: black, violet or red With locking mechanism With removable and refillable ink pad, single color Size of Imprint (min): 30mm x 45mm	550.00	2,200.00

Control No. 5412

SUBTOTAL : Php 64,150.00

Total Amount in Words Sixty-four Thousand One Hundred Fifty 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 :

FOR: VANESSA C. MISTRIDO

GENEVA CRUZ VINLUAN

(Signature over printed name of Supplier)

4/15/24
Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

JOSEPHINE C. LATI-BAGAOISAN

(Authorized Official)

Funds Available :

JUVY A. CUENCO
 Chief Accountant

Amount : 127,200.00

OBR No. : 100-2024-01-0003-1131



PURCHASE ORDER
CITY GOVERNMENT OF PASIG

Agency Name

Supplier : G.C.V. OFFICE AND SCHOOL SUPPLIES TRADING
Address : 057 Snt. Dominic II, Sto. Nino, Cainta

P.O. No. : 24-03-1132
Date : 03/21/2024
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
9	pcs	15	Desk Tray, TM - DT400 metal, wire mesh, 3 layers dimension: approximately 30cm x 25cm x 38cm	400.00	6,000.00
10	pcs	18	Customized Personalized Note Pad, WITTY 70 gsm, 250 sheets width: 5.5 inches length: 8.5 inches	75.00	1,350.00
11	pcs	3	Stapler Remover, JOY plier type, stainless, standard size	100.00	300.00
12	pcs	4 /	Filing Cabinet, ALVERSTONE steel made, 4-drawers provided with centralized lock with duplicate keys, ball bearing suspension color: light gray, dark gray enamel coated finish dimensions: approximately 53"H x 19"W x 28"D Gauge #24	14,000.00	56,000.00
				Sub Total :	127,800.00

***** Nothing Follows *****

for the use of Office of the City Legal Officer for the use of City Legal Office

Control No. 5412 GRAND TOTAL : **Php 127,800.00**

Total Amount in Words One Hundred Twenty-seven Thousand Eight 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:
GENEVA CRUZ VINLUAN
(Signature over printed name of Supplier)
4/15/24
Date

FOR: VANGIE C. MISTOBIO

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

Requisitioning Office/Dept. :
JOSEPHINE C. LANTANAO
(Authorized Official)

Funds Available :
JUVY A. CUENCO
Chief Accountant

Amount : 127,800.00
OBR No. : 100-2024-010003-1131