



PURCHASE ORDER

Republic of The Philippines
 City Government of Tacloban
 Kanhuraw Hill, Tacloban City 6500
 Tel. Nos. 325-4053

06-390

11:00
 6-7-21

Supplier: **BAIPRINTS HUB** P.O. No.: 387-06-21
 Address: **PUROK VI, APITONG, BRGY.92, TACLOBAN CITY** Date: 06-07-21
 Tel./Fax No.: **325-6496** Mode of Procurement: **SHOPPING B**
 Supplier is: () Manufacturer () Exclusive Distributor
 Registered: () SEC () DTI

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

Place of Delivery: **City General Services Office** Delivery Term:
 Date of Delivery: Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
TOMECO 2021-348						
	1	reams	Paper, Multi-copy, Legal, 80gsm	200	380.00	76,000.00
	2	reams	Paper, Multi-copy, A4, 80gsm	100	350.00	35,000.00
	3	reams	Paper, Multi-purpose (legal) S20, 70gsm	50	350.00	17,500.00
	4	reams	Paper, Multi-purpose (A4) S20, 70gsm	50	320.00	16,000.00
	5	pack	White Folder (legal), 100 pcs pack	1	750.00	750.00
	6	pack	White Folder (short), 100 pcs pack	1	700.00	700.00
	7	box	Expanding Envelope Kraft Board (legal) 100 pcs/pack	1	1,250.00	1,250.00
	8	box	Ballpen, 0.5mm, 12's/box (black)	6	62.50	375.00
	9	pcs	Sign pen (black) liquid gel ink, 0.5mm needle HP	60	35.00	2,100.00
	10	pcs	Stapler with staple remover	10	118.75	1,875.50
	11	box	staple wire standard (26/6)	50	35.00	1,750.00
	12	box	fastener 25mm 50/box, plastic	15	45.00	675.00
	13	box	paper clip, vinyl/plastic jumbo	20	25.00	500.00
	14	box	Binder clip backfold 25mm	10	33.00	330.00
	15	box	Clip backfold 50mm	10	68.75	687.50
	16	pcs	2 hole puncher, heavy duty	4	193.75	775.00
	17	pairs	scissors, symmetrical blade, length 65mm	5	70.00	350.00
	18	pcs	Tape, transparent 1"	10	35.00	350.00
	19	pcs	Tape, transparent 2"	20	50.00	1,000.00
	20	pcs	Tape, masking tape 2"	10	75.00	750.00
	21	pcs	Tape, double sided 2"	10	62.50	625.00
	22	box	pencil, lead with eraser, 12pcs/box)	6	87.50	525.00
	23	box	Permanent marker bullet type (black)	2	471.25	942.50
	24	set	Marker, Fluorescent, 3 assorted color/set	5	131.25	656.25
	25	box	White board marker (black), bullet type, felt tip, 12pcs/box	2	540.00	1,080.00
	26	box	White board marker (red) bullet type, felt tip 12pcs/box	2	540.00	1,080.00
	27	pcs	Whiteboard eraser	3	26.25	78.75
	28	pcs	Glue all purpose, Gross weight, 130 grms	10	53.75	537.50
	29	pcs	Ruler plastic 12 inches	3	12.50	37.50
	30	pc	Paper cutter, 10x10	1	1,500.00	1,500.00
	31	pcs	Cutter knife	10	31.25	312.50
	32	pcs	Correction tape, film base type, UL 6 mm min	60	35.00	2,100.00
	33	btls	Alcohol isopropyl 70% (500ml)	30	112.50	3,375.00
	34	box	rubber band #18 (double entry no. 18 and 26), Big Box	5	268.75	1,343.75
	35	pcs	Stamping pad, bed dimension: 60 mm x 100 mm min	5	68.75	343.75
	36	btls	stamping pad ink, black	5	18.75	93.75
	37	pack	Carbon paper legal, 100's/pack	6	375.00	2,250.00
	38	pcs	Box filer legal size, made of chipboard with close ends	15	131.25	1,968.75
	39	pcs	Record book, 500 pages, 214 mm x 278 mm min	20	86.25	1,725.00
	40	pack	Photo paper, Glossy paper, A4 size, 240 gsm	10	87.50	875.00
	41	pcs	pencil sharpener heavy duty, manual single, cutterhead	2	600.00	1,200.00
	42	pcs	tape dispenser, heavy duty table top, 24 mm width	2	155.00	310.00
	43	bxes	Epson Ink #664 black	50	375.00	18,750.00
	44	btls	Epson Ink # 664 Yellow	20	375.00	7,500.00
	45	btls	Epson Ink # 644 Magenta	20	375.00	7,500.00
	46	btls	Epson Ink # 664 Cyan	20	375.00	7,500.00
	47	btls	Epson 003, black	50	375.00	18,750.00
	48	btls	Epson 003 Cyan	20	375.00	7,500.00
	49	btls	Epson 003 Yellow	20	375.00	7,500.00
	50	btls	Epson 003 magenta	20	375.00	7,500.00
nothing follows				TOTAL AMOUNT		263,490.00
				1%		2,634.90
				5%		13,174.50

Total Amount in Words = Two Hundred Sixty- Three Thousand Four Hundred Ninety Pesos and 00/100ths only
 In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Signature over Printed Name of Supplier: MILK G. ABINA
 Date: 6-7-21
 HON. ALFRED S. ROMUALDEZ
 City Mayor

Funds Available: SALVADOR A. ABINA, JR. City Accountant
 BUR NO./OBR No.: 6-7-21
 Date: 6-7-21
 Amount: 263,490.00
001 502-07-010