



PURCHASE ORDER

Municipality of Floridablanca

LGU

Supplier: **ORCHIDS BOOKSTORE**
Address: Poblacion City of San Fernando

P.O. No.: **22-07-2088**
Date: **7-21-22**
Mode of Procurement: **Shopping**
PR No./s: **100 - 22-07-2088 to 2894**

Gentlemen:

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

Place of Delivery: **DIFFERENT OFFICES**
Date of Delivery: **8-01-22**

Delivery Term: **upon request**
Payment Term: **check**

Item No.	Unit	Quantity	Description	Unit Cost	Amount
1	3	bx	Heavy duty paper cutter	1,400.00	4,200.00
2	62	bx	Paper clip vinyl/ plastic coated 50mm	25.00	1,550.00
3	20	bx	Paper clip vinyl/ plastic coated 30mm	12.00	240.00
4	1	bx	Sign pen black	852.00	852.00
5	1	bx	Sign pen blue	852.00	852.00
6	2	bx	Fastener plastic	36.00	72.00
7	4	ream	Paper multipurpose short	230.00	920.00
8	84	bx	Staple wire #35	57.50	4,830.00
9	10	bx	Clip backfold 25mm	36.00	360.00
10	6	bx	Clip backfold 32mm	42.00	252.00
11	1	bx	Clip backfold 50mm	84.00	84.00
12	3	pack	Blade for general purpose cutter	18.00	54.00
13	10	pcs.	Cutter	23.00	230.00
14	43	pcs.	Data file box	105.00	4,515.00
15	1	pcs.	Puncher heavy duty	215.00	215.00
16	5	pcs.	Tape dispenser	110.00	550.00
17	5	pcs.	Staple remover	59.50	297.50
18	22	pcs.	Stapler standard heavy duty	115.00	2,530.00
19	6	pcs.	Stapler w/ remover	483.00	2,898.00
20	5	pack	Sticker paper	47.00	235.00
21	12	btl	Stamp pad ink violet	1,100.00	13,200.00
22	12	btl	Stamp pad ink violet	47.00	564.00
23	5	btl	Stamp pad ink black	47.00	235.00
24	2	bx	Sign pen black	720.00	1,440.00
25	1	bx	Sign pen blue	720.00	720.00
26	2	bx	Sign pen black	258.00	516.00
27	9	bx	Ballpen black 24's	150.00	1,350.00
28	2	bx	Ballpen black 12's	84.00	168.00
29	5	bx	Ballpen Blue 24's	150.00	750.00
30	2	bx	Ballpen red	150.00	300.00
31	1	bx	Permanent marker black	492.00	492.00
32	1	bx	Marker white board black	732.00	732.00
33	60	ream	Bond paper short	197.00	11,820.00
34	10	ream	Paper multipurpose legal	231.00	2,310.00
35	8	pad	Yellow pad	65.00	520.00
36	2	bx	Business envelope	343.00	686.00
37	130	pcs.	Brown envelope Long	2.50	325.00
38	80	pcs.	Brown envelope short	2.00	160.00
39	24	pcs.	Correction tape	24.00	576.00
40	7	pcs.	Calculator 12 digits	377.00	2,639.00
41	2	pcs.	Calculator 24 digits	485.00	970.00
42	1	ream	Oslo paper	225.00	225.00
43	1	pack	Parchment paper	32.00	32.00
44	50	pcs.	Folder short	4.00	200.00
45	5	bndl	Folder long 100's	500.00	2,500.00
46	5	pack	Sticky note 1/4	135.00	675.00
47	10	pack	Note pad stick on 2x3	16.00	160.00
48	10	pack	Note pad stick on 3x4	28.00	280.00
49	7	bx	Pencil #2	90.00	630.00
50	5	pcs.	Rubber eraser	15.00	75.00
51	12	pack	Photo paper	60.00	720.00
52	1	bx	Liquid paper	444.00	444.00
53	5	pcs.	Masking tape 1"	39.50	197.50
54	100	pcs.	Expanding plastic envelope long	26.00	2,600.00
55	5	bx	High lighter	300.00	1,500.00
56	10	pack	Battery dry cell AA	168.00	1,680.00
57	5	bx	Rubber band #18	245.00	1,225.00
58	2	pcs.	Glue	52.00	104.00
Seventy Nine Thousand Four Hundred Fifty Seven Pesos Only					79,457.00

ORCHIDS BOOKSTORE
(Signature over printed name)

7-21-22
(Dated)

Very truly yours,

HON. DARWIN R. MANALANSAN
(Authorized Official)
Municipal Mayor

(Incase of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.:

Certified Correct:

Secretary to the Sanggunian

Date: