





Municipal Government of Gloria, Oriental Mindoro

Project Reference Number:

2021-016-874 to 894

Name of the Projects:

Supply and Delivery of  
Consolidated Office Supplies for  
3rd Quarter  
GENERAL SERVICE OFFICE

Location of the Projects:

**PURCHASE ORDER**  
**MUNICIPAL GOVERNMENT OF GLORIA**

Supplier: <b>FIVE G ONE B GENERAL MERCHANDISE</b>		P.O. No.: <b>2021 - 016 - 899</b>			
Address: <b>Lucio Laurel, Gloria, Oriental Mindoro</b>		Date: <b>August 19, 2021</b>			
TIN: <b>490-657-008-000</b>		Mode of Procurement: <b>SHOPPING</b>			
		PR No./s: <b>2021-016-874 to 894</b>			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery: <b>GENERAL SERVICE OFFICE</b>		Delivery Term: <b>30 days</b>			
Date of Delivery:		Payment Term: <b>after delivery and acceptance</b>			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Accounting Folder, long, portrait, blue or black	2	150.00	300.00
2	boxes	Ballpen, black, 0.5	28	60.00	1,680.00
3	box	Ballpen, asstd color, 0.5, 50's/box	1	600.00	600.00
4	box	Ballpen, black, 0.7	1	60.00	60.00
5	jar	Ballpen, black, 0.5	1	250.00	250.00
6	boxes	Binder clip, extra large, 2"	4	70.00	280.00
7	boxes	Binder clip, medium, 1"	6	32.00	192.00
8	pcs	Binder clip, medium, 1"	12	3.00	36.00
9	boxes	Binder clip, small, 3/4"	4	20.00	80.00
10	pcs	Binder clip, small, 3/4"	12	2.00	24.00
11	pairs	Book stand shelf/book ends, metal	3	65.00	195.00
12	reams	Bond paper, A3, s.20	2	550.00	1,100.00
13	reams	Bond paper, A4, s.20	12	180.00	2,160.00
14	reams	Bond paper, long, s.16	20	160.00	3,200.00
15	reams	Bond paper, long, s.20	132	195.00	25,740.00
16	reams	Bond paper, short, s.16	21	140.00	2,940.00
17	reams	Bond paper, short, s.20	100	175.00	17,500.00
18	pcs	Brown envelop, long	155	4.00	620.00
19	pcs	Brown envelop, short	75	3.00	225.00
20	pcs	Calculator - Electronic, 12 digits	2	800.00	1,600.00
21	pcs	Calculator - MX-12B, 12 digits	2	580.00	1,160.00
22	pcs	Certificate Holder, Long, Blue	2	60.00	120.00
23	pcs	Certificate Holder, Short, Blue	2	40.00	80.00
24	pc	Correction fluid, medium	1	35.00	35.00
25	pc	Correction pen, quick dry	1	25.00	25.00
26	pcs	Correction tape, 5mmx6m	19	85.00	1,615.00
27	pcs	Correction tape, 5mmx6m, refill	47	45.00	2,115.00
28	pcs	Correction tape, disposable, ordinary	15	35.00	525.00
29	pcs	Cutter, medium	3	30.00	90.00
30	rolls	Double sided tape, 1", w/o foam	10	28.00	280.00
31	roll	Double sided tape 2", w/o foam	1	70.00	70.00
32	packs	DTR, 100's, thin, paper type	3	20.00	60.00
33	pcs	Expanded envelope w/ garter, long, asstd colors	25	15.00	375.00
34	pcs	Expanded envelope, long, asstd colors	35	15.00	525.00
35	pcs	Expanded envelope, long, green	34	15.00	510.00
36	pcs	Expanded envelope, long, yellow	15	15.00	225.00
37	pcs	Expanded folder, long, asstd color	30	15.00	450.00
38	pcs	Expanded Folder, long, dark blue	5	15.00	75.00
39	pcs	Expanded folder, long, green	10	15.00	150.00
40	pcs	Expanded folder, long, yellow	10	15.00	150.00
41	unit	Filing tray steel, 3 layers, metal mesh	1	550.00	550.00
42	pcs	Folder, white, long	177	6.00	1,062.00
43	pcs	Folder, white, short	35	5.00	175.00
44	btls	Glue, 40g	4	24.00	96.00
45	btls	Glue, 80g	2	48.00	96.00
46	btl	Glue, 130g	1	48.00	48.00
47	pcs	Highlight marker, green	2	38.00	76.00
48	pc	Highlight marker, pink	1	38.00	38.00
49	packs	Index card, 4x6	3	45.00	135.00
50	packs	Linen Paper, short, light yellow	5	50.00	250.00



51	pack	Laminating pouches, pre-cut, short, 10 sheets	1	55.00	55.00
52	pcs	Mailing envelope, white, long	200	0.75	150.00
53	pcs	Magazine Holder (document file holder), plastic (any color)	2	120.00	240.00
54	pcs	Magazine Holder (document file holder), thickest board,	2	100.00	200.00
55	rolls	Masking tape 1"	9	38.00	342.00
56	pcs	Mini notebook	3	45.00	135.00
57	roll	Packing tape, roll, 2inch, tan	1	60.00	60.00
58	rolls	Packing tape, roll, 2inch, clear	2	58.00	116.00
59	box	Paper clip, big	1	28.00	28.00
60	boxes	Paper clip, small	4	22.00	88.00
61	pcs	Pencil eraser, big	2	57.00	114.00
62	pcs	Pencil eraser, small	7	15.00	105.00
63	pcs	Pencil eraser for engineer, big	2	67.00	134.00
64	boxes	Pencil no. 2	6	72.00	432.00
65	pc	Permanent marker, broad, black	1	40.00	40.00
66	pc	Permanent marker, broad, red	1	40.00	40.00
67	pcs	Permanent marker, fine, black	6	38.00	228.00
68	btl	Permanent marker ink, black	1	90.00	90.00
69	units	Plastic Cover, thin for book cover, 5m	2	28.00	56.00
70	pcs	Plastic envelop, long	10	10.00	100.00
71	boxes	Plastic fastener, assorted colors	13	42.00	546.00
72	unit	Puncher, n0. 75xl, heavy duty	1	1,800.00	1,800.00
73	pcs	Record book (300 leaves)	10	75.00	750.00
74	pcs	Ruller 12", plastic	3	8.00	24.00
75	pcs	Scissors, 8", symmetrical	7	95.00	665.00
76	pcs	Scissors, big, 19.5cm, black	2	95.00	190.00
77	pcs	Scotch tape 1"	19	25.00	475.00
78	pcs	Scotch tape 2"	5	58.00	290.00
79	pcs	Sign Pen, 0.3, black	6	67.00	402.00
80	pcs	Sign Pen, 0.4, black	3	67.00	201.00
81	pc	Sign Pen, 0.4, red	1	67.00	67.00
82	pcs	Sign Pen, 0.5, black	3	22.00	66.00
83	boxes	Sign Pen, 0.5, black	5	252.00	1,260.00
84	boxes	Sign Pen, 0.5, blue	3	252.00	756.00
85	btl	Stamp pad ink, black, small btl	1	35.00	35.00
86	boxes	Staple wire, no.35, straight	9	60.00	540.00
87	boxes	Staple wire, no.35, curve	3	60.00	180.00
88	pcs	Stapler with remover, no. 35 (1 blue & 1 black) the rest	6	430.00	2,580.00
89	pads	Sticky note 2x3	4	20.00	80.00
90	pad	Sticky note 3x4	1	30.00	30.00
91	pads	Sticky note, strip size, plastic	28	25.00	700.00
92	box	Thumb Tacks, asstd color	1	40.00	40.00
93	packs	Vellum paper, short, white, 180gsm	14	50.00	700.00
94	packs	Vellum paper, short, pale cream, 80gsm	20	38.00	760.00
95	pc	Whiteboard marker, black	1	60.00	60.00
96	pads	Yellow paper	3	55.00	165.00
Total					<b>P86,058.00</b>

Total Amount in Words:

*Eight Six Thousand Fifty Eight Pesos 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 on the undelivered item/s.

Conforme:

Very truly yours,

*[Signature]*  
**FIVE G ONE B GENERAL MERCHANDISE**

*[Signature]*  
**GERMAN D. RODEGERIO**

Signature over Printed Name of Supplier

Municipal Mayor

August 19, 2021

08/19/2021

Date Signed

Date Signed

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

Approved per Sanggunian Resolution No.:

Not Applicable

Certified Correct:

Not Applicable

Date