

PURCHASE ORDER
MUNICIPAL GOVERNMENT OF GLORIA

Supplier:	EMJAT GENERAL MERCHANDISE	P.O. No.:	2022-016-295
Address:	Alag, Baco, Oriental Mindoro	Date:	May 23, 2022
TIN:	267-536-271-000	Mode of Procurement:	Shopping
		PR No./s:	2022-001-499 to 533

Gentlemen:

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

Place of Delivery:	General Service Office	Delivery Term:	30 days
Date of Delivery:		Payment Term:	after delivery and acceptance

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Arc File Portrait (long)	21	160.00	3,360.00
2	reams	Assorted color paper (short) 250 sheets 80gsm	1	185.00	185.00
3	boxes	Ballpen, black, 0.5 assorted color	23	85.00	1,955.00
4	pcs	Ballpen, blue 0.5	1	10.00	10.00
5	pcs	Ballpen, 0.5 red	1	10.00	10.00
6	tube	Ball pen 0.5 matrix OJ-5	2	295.00	590.00
7	box	Balpen 0.5 (black)	1	60.00	60.00
8	box	Ballpen, 0.5, (black, blue, red),50's	2	560.00	1,120.00
9	box	Ballpen, black, 0.7	6	85.00	510.00
10	jar	Binder clip meduim 1' assorted colors 40's	1	319.00	319.00
11	boxes	Binder clip, big 2' 12's	8	90.00	720.00
12	boxes	Binder clip, medium, 1" 12's	4	38.00	152.00
13	boxes	Binder clip, small, 3/4" 12's	1	23.00	23.00
14	reams	Bond paper, A4, s.20	21	210.00	4,410.00
15	reams	Bond paper, long, s.16	20	190.00	3,800.00
16	reams	Bond Paper A3 s20	1	540.00	540.00
17	reams	Bond paper, long, s.20	153	225.00	34,425.00
18	reams	Bond paper, short, s.16	10	170.00	1,700.00
19	reams	Bond paper, short, s.20	131	205.00	26,855.00
20	pcs	Brown envelop, long	247	5.00	1,235.00
21	pcs	Brown envelop, short	56	4.00	224.00
22	pcs	Calculator (any brand)	4	305.00	1,220.00
23	pcs	Calculator (MX-12B) 12 digit	1	580.00	580.00
24	box	Carbon paper (black/blue)	1	145.00	145.00
25	packs	Carbon paper (longblue)	1	160.00	160.00
26	pcs	Cartolina assorted color	60	10.00	600.00
27	box	Coin envelop (big, brown)	1	300.00	300.00
28	reams	Colored bond paper (assorted color)	1	185.00	185.00
29	pcs	Cork board 24x36	1	950.00	950.00
30	pcs	Correction tape, 5mmx6m	15	95.00	1,425.00
31	pcs	Correction tape, 5mmx6m, refill	66	55.00	3,630.00
32	pcs	Correction tape 5mm x12m	5	40.00	200.00
33	pc	Correction (fluid) meduim	2	65.00	130.00
34	pack	DTR 100's	8	30.00	240.00
35	rolls	Double sided tape, 1", w/o foam	10	30.00	300.00
36	rolls	Double sided tape, 1", w/ foam	2	75.00	150.00
37	rolls	Double sided tape 1/2" w/o foam	1	20.00	20.00
38	pc	DVD+ R	20	50.00	1,000.00
39	pc	Expanded envelope (long) (red)	10	20.00	200.00
40	pcs	Expanded envelope (long) assorted color	30	20.00	600.00
41	pcs	Expanded envelop (short)	6	20.00	120.00



Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF GLORIA

OFFICE OF THE BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

May 25, 2022

ANGELICA B. TECSON
EMJAT GENERAL MERCHANDISE
Alag, Baco, Oriental Mindoro

Dear Ma'am/Sir;

The attached Contract Agreement having been approved, notice is hereby given to **EMJAT GENERAL MERCHANDISE** may commence on the **Supply and Delivery of Office Supplies and IT Supplies for Second Quarter** effective on the day or date after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Municipal Government of Gloria, Oriental Mindoro.

Contract Duration: 30 days upon the effectivity of Notice to Proceed.

Very truly yours,


GERMAN D. RODEGERIO
Municipal Mayor

I acknowledge receipt of this Notice on May 25, 2022

Name of the Representative of the Bidder: Angelica B. Tecson

Authorized Signature: 

42	pc	Expanded envelope (long)	20	20.00	400.00
43	pc	Expanded envelope (long) violet	30	20.00	600.00
44	pc	Expanded envelope w/ garter, long	10	20.00	200.00
45	pcs	Expanding long w/ handle	2	80.00	160.00
46	pcs	Expanded envelope w/ garter, long, (yellow)	10	20.00	200.00
47	pc	Expanded folder, long,	40	20.00	800.00
48	pc	Expanded folder, long, green	54	20.00	1,080.00
49	pcs	Expanded Folder, long, dark blue	20	20.00	400.00
50	box	Fastener assorted color	4	50.00	200.00
51	pcs	Filling tray 3 layers ,steel fix	3	700.00	2,100.00
52	pcs	Folder, white, long	286	7.00	2,002.00
53	pcs	Folder, white, short	89	6.00	534.00
54	btl	Glue, 130g	2	68.00	136.00
55	btl	Glue, 473g	1	370.00	370.00
56	set	Highlighter pastel marker pen set of 6 assorted color	1	300.00	300.00
57	pcs	Highlighter marker blue, orange	2	45.00	90.00
58	pcs	ID Lace (glossy, green)	50	25.00	1,250.00
59	pcs	Laminating Film	10	115.00	1,150.00
60	reams	Laminationg Film A4	1	800.00	800.00
61	reams	Laminationg Film legal 216m x 330mm	1	1,500.00	1,500.00
62	reams	Leave card form	1	1,500.00	1,500.00
63	pcs	Magazines rack (big) single	7	150.00	1,050.00
64	pcs	Mailing envelope, white, long	94	2.00	188.00
65	box	Mailing envelope, white, long	1	390.00	390.00
66	rolls	Masking tape 1"	4	40.00	160.00
67	rolls	Masking tape 2" clear	2	65.00	130.00
68	rolls	Masking tape 1/2 clear	3	20.00	60.00
69	pcs	Metal books end	4	200.00	800.00
70	pcs	Notebook size 10.16cm x 15.244 cm	5	25.00	125.00
71	pcs	Office paper storage box wooden	1	250.00	250.00
72	roll	Packaging tape #2	2	60.00	120.00
73	roll	Packaging tape # 2 brown	2	60.00	120.00
74	roll	Packaging Tape clear 2 incx60m)	2	65.00	130.00
75	roll	Packaging Tape tan 2 incx60m)	2	125.00	250.00
76	pcs	Paper cutter (A4 size)	1	1,680.00	1,680.00
77	box	Paper clip, coated 33mm 100's small	1	20.00	20.00
78	box	Paper clip, coated 50mm, 100's big	9	40.00	360.00
79	pcs	Pencil eraser, (small)	5	7.00	35.00
80	boxes	Pencil no. 2	5	115.00	575.00
81	pc	Permanent marker, broad, black	2	55.00	110.00
82	pc	Permanent marker, broad, red	1	55.00	55.00
83	pcs	Permanent marker, fine, black	4	55.00	220.00
84	box	Permanent marker, fine, black	1	890.00	890.00
85	btl	Permanent marker ink, black	1	120.00	120.00
86	pack	Photo paper (10pcs, size 3R)	1	70.00	70.00
87	pack	Photo paper A4 (gloss) 20's	4	185.00	740.00
88	box	Plastic fastener (long) 8 1/2	1	200.00	200.00
89	pcs	Plastic envelop, long	61	20.00	1,220.00
90	pcs	Puncher (heavy duty)	1	1,100.00	1,100.00
91	pcs	Receiving Stamp wood w/ layout	1	2,500.00	2,500.00
92	pcs	Receiving Stamp w/ layout	1	1,010.00	1,010.00
93	box	Rubber Bond 50gms (thick) (yellow)	1	85.00	85.00
94	box	Rubber Bond 350gms (thick) (yellow)	1	260.00	260.00
95	pc	Record book (200 leaves)	5	70.00	350.00
96	pcs	Record book (300 leaves)	9	95.00	855.00
97	pcs	Record book (500 leaves)	9	130.00	1,170.00
98	pc	Record book mini size 150 leaves	3	60.00	180.00
99	pc	Record Book mini size 200 leaves	3	60.00	180.00
100	pcs	Ring binder 1 3/4 (round plastic) black	10	150.00	1,500.00
101	pcs	Ruller 12", plastic	4	25.00	100.00
102	btl	Stamp pad ink (violet) (475ml)	1	200.00	200.00
103	pcs	Stamp pad (violet)	1	65.00	65.00

104	btl	Stamp pad ink (violet)	2	65.00	130.00
105	pcs	Scissors, 8", symmetrical	8	115.00	920.00
106	pcs	Scissor 7 " Satinless Steel	1	50.00	50.00
107	pcs	Scissor big	2	110.00	220.00
108	pcs	Scotch tape 1" clear	56	34.00	1,904.00
109	pcs	Scotch tape 2" clear	3	65.00	195.00
110	pairs	Shoe lace 18' round white	5	25.00	125.00
111	pairs	Shoe lace (any color)	20	25.00	500.00
112	pc	Sign pen 0.3 C-3 refill black	3	55.00	165.00
113	pc	Sign pen 0.3/C.3/C-4 (black)	8	84.00	672.00
114	pc	Sign pen 0.3/C.3/C-4 (red)	9	84.00	756.00
115	pcs	Sign Pen, 0.4, black	1	84.00	84.00
116	pcs	Sign Pen, 0.5, blue	2	28.00	56.00
117	boxes	Sign Pen, 0.5, black	11	300.00	3,300.00
118	pcs	Sign Pen, 0.5, black	10	94.00	940.00
119	pcs	Sign Pen, 0.4, blue	6	84.00	504.00
120	pcs	Sign Pen Hi- Techpoint V10 Grip	13	104.00	1,352.00
121	pcs	Sign Pen Hi- Techpoint V10 Grip (blue)	3	104.00	312.00
122	pcs	Stamp pad meduim	1	50.00	50.00
123	boxes	Staple wire, no.35, straight	24	84.00	2,016.00
124	pcs	Stapler curve	1	499.00	499.00
125	pc	Stapler w/ remover steel	2	344.00	688.00
126	pc	Staple w/ remover (big)	4	179.00	716.00
127	boxes	Staple wire, no.35, curve	4	119.00	476.00
128	pcs	Staple wire remover	6	25.00	150.00
129	pcs	Stapler wire remover	1	479.00	479.00
130	pads	Sticky note 2x3	9	35.00	315.00
131	pads	Sticky note 2x5	8	25.00	200.00
132	pad	Sticky note 3x3	8	60.00	480.00
133	pad	Sticky note 3x4	4	64.00	256.00
134	pads	Sticky note, strip size, plastic	9	40.00	360.00
135	pcs	Super color refill ink (black)	1	100.00	100.00
136	pack	Sticker paper 20's	2	50.00	100.00
137	pcs	Storage box w/ easy roll-on wheels 110 L (white)	3	980.00	2,940.00
138	pc	Tape Dispenser for 1"	1	250.00	250.00
139	pc	Tape dispenser small	1	85.00	85.00
140	packs	Vellum Paper Long (cream) (230gsm)	3	64.00	192.00
141	packs	Vellum Paper Short Cream (230gsm)	1	64.00	64.00
142	packs	Vellum paper long (light yellow) gsm 90	3	64.00	192.00
143	pack	Word x Paper 200gsm 10 sheet	5	40.00	200.00
144	pack	Vellum paper (long) 70gsm	10	60.00	600.00
145	pack	Vellum paper (short) 70 gsm	5	60.00	300.00
146	packs	Vellum paper P cream short 8 1/2 x 11 (80gsm) thin	25	60.00	1,500.00
147	packs	Vellum paper white short 8 1/2 x 11 (180gsm)	20	60.00	1,200.00
148	pc	Whiteboard marker, black	1	80.00	80.00
149	box	Whiteboard marker, black	1	850.00	850.00
150	btl	Wyteboard marker refill ink (black)	1	125.00	125.00
151	pads	Yellow paper	1	65.00	65.00
		IT SUPPLIES & ACCESSORIES			-
152	unit	AVR 1000 watss capacity	1	2,500.00	2,500.00
153	pc	Brother TN 2280 (toner) (DCP-7065DN)	1	3,500.00	3,500.00
154	btl	Computer ink refill 790 (black)	2	374.00	748.00
155	btl	Computer ink refill 790 (cyan)	1	374.00	374.00
156	btl	Computer ink refill 790 (magenta)	1	374.00	374.00
157	btl	Computer ink refill 790 (yellow)	1	374.00	374.00
158	btls	Epson ink 003, black	9	374.00	3,366.00
159	btls	Epson ink 003, cyan	1	374.00	374.00
160	btls	Epson ink 003, magenta	1	374.00	374.00
161	btls	Epson ink 003, yellow	1	374.00	374.00
162	btls	Epson Ink 664, black	16	374.00	5,984.00
163	btls	Epson Ink 664, cyan	3	374.00	1,122.00
164	btls	Epson Ink 664, magenta	2	374.00	748.00

165	btls	Epson Ink 664, yellow	2	374.00	748.00
166	set	Epson Ink 664, (B,Y,C,M)	2	1,499.00	2,998.00
167	pcs	Mouse, usb wired,	1	270.00	270.00
168	pcs	Mouse pad (plain)	9	99.00	891.00
169	pcs	Wireless keyboard/mouse	3	1,499.00	4,497.00
170	pcs	USB port (gray)	1	160.00	160.00
171	pcs	USB, 16 GB, any color, w/ cover	2	400.00	800.00
172	pc	USB, 32 GB, any color, wd cover	3	750.00	2,250.00
173	pcs	USB, 64gb	1	1,200.00	1,200.00
174	units	UPS 500V	1	4,778.00	4,778.00
		Total			₱196,270.00

Total Amount in Words:

One Hundred Seventy Thousand Two Hundred Twenty Seven 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,


EMJAT GENERAL MERCHANDISE

Signature over Printed Name of Supplier

May 24 2022

Date Signed


GERMAN D. RODEGERIO

Municipal Mayor

May 24 2022

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

Copy Distribution:

Orig - DV/COA

2nd - DV/MAcO

3rd - BAC

4th - Supplier