

City Government of Baguio

**Purchase Order**

POSTING

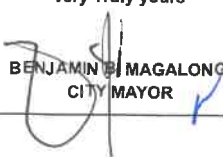
Supplier: <b>BAGUIO PRINCE ENTERPRISES</b> Address: <b>#28A Doña Rufina Building, Lower Bonifacio Street, Baguio City</b> E-mail Address: <b>123</b> Telephone No.: <b>442-6965/ 309-6688</b> TIN: <b>VAT 928 862 896 000</b>	P.O No.:471 Date: 3/29/2022  Mode of Procurement: Shopping 15
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Gentlemen: **Please furnish this office the following articles subject to the terms and conditions contained herein.**  
 Place of Delivery: **City General Services Office: Baguio City**  
 Delivery Term: 30 Calendar Days  
 Date of Delivery: Please input delivery date  
 Payment Term: Please input payment term  
**Receipt of Purchase Order**

Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	Office Supplies c/o ADMIN	77,024.00	77,024.00
	10	piece	Archive Box - files folio, no clip, blue, flip open lid easy access, can be used with the large backing board, 370mm(L)x260mm(W)x110mm(D), material: blue, shape: case - Hardboard material 405mm x 290mm x 130mm 10 c/o ADMIN	400.00	4,000.00
	10	piece	Certificate - linen, cream color, special board, 6inchx8inch - Venus 180gsm 10 c/o ADMIN	4.00	40.00
	20	piece	Clip - silver, bulldog, 3 inches (73mm) - MGK 20 c/o ADMIN	13.50	270.00
	20	box	Clip Backfold - 25mm, 12 pieces per box - MGK 20 c/o ADMIN	20.00	400.00
	20	box	Clip Backfold - 50mm, 12 pieces per box - MGK 20 c/o ADMIN	60.00	1,200.00
	20	piece	Clip Board - Hard Plastic, Thin, Transparent, A4 - Joy 20 c/o ADMIN	85.00	1,700.00
	20	piece	Clip Board - Hard Plastic, Thin, Transparent, Legal (8.5 x 13) - Joy 20 c/o ADMIN	95.00	1,900.00
	74	piece	Correction Tape - Correction, 1 piece in individual plastic, Disposable, Dispensing mechanism: Gear type, Dispensing System: Single line tape, With mechanism for adjustment/rewinding, Tape: Type: Film based, Usable length: 8 meters (min), Width: 5mm, Color: White opaque, Case: Size: Manufacturer's standard, Design: Manufacturer's standard, With protective cap, Brand shall be engraved/embossed/printed on the item. - TM 74 c/o ADMIN	18.00	1,332.00
	10	piece	Cutter - for general purpose, heavy duty, plastic - TM 10 c/o ADMIN	48.00	480.00
	1	piece	Cutting Mat - rubber, Legal, 3mm thick, non-slip surface, green - HBW 24 x 18 1 c/o ADMIN	380.00	380.00
	20	piece	Data File Box - made of chipboard, with closed ends - 20 c/o ADMIN	120.00	2,400.00

In case of 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.

**This is to certify that I have**  
**TERMS and CONDITIONS as contained at the**  
**back of this Purchase Order and I concur with all**  
 Conforme:

Very Truly yours  
  
**BENJAMIN B. MAGALONG**  
 CITY MAYOR

Signature over printed **BAGUIO PRINCE ENTERPRISES**  
 Doña Rufina B. Billing  
 # 28A Lower Bonifacio Street  
 Baguio City  
 Date **4-4-22**  
**TEL. # 3096688**  
**TIN # 928-862-896**

Supplier: **BAGUIO PRINCE ENTERPRISES**  
 Address: **#28A Doña Rufina Building, Lower Bonifacio Street, Baguio City**  
 E-mail Address: **123**  
 Telephone No.: **442-6965/ 309-6688**  
 TIN: **VAT 928 862 896 000**

P.O No.:471  
 Date: 3/29/2022

Mode of Procurement: Shopping 15

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Item	QTY	Unit	Description	Unit Cost	Amount
	17	roll	Double Sided Tape - tissue type, clear color, 25mm, thickness: 120mic - UK 17 c/o ADMIN	25.00	425.00
	3	roll	Duct Tape - Multi-purpose, silver, 48mm x 50m - UK 3 c/o ADMIN	90.00	270.00
	20	box	Fastener - metal, for paper, metal, non sharp edges, 50 sets/box - TM 20 c/o ADMIN	42.00	840.00
	20	box	Fastener - vinyl plastic coated, 50sets/box - TM 20 c/o ADMIN	30.00	600.00
	20	piece	File - Magazine file for long folders (mint green) - Dark Green 20 c/o ADMIN	120.00	2,400.00
	20	piece	File - Magazine File, For long folders - 20 c/o ADMIN	120.00	2,400.00
	20	set	File Tab Divider - A4, 5 colors per set - Valiant 20 c/o ADMIN	33.00	660.00
	20	set	File Tab Divider - Legal, 5 colors per set - Valiant 20 c/o ADMIN	36.00	720.00
	3	pack	Film - Laminating Film, clear, 8.5x 13, pack of 10 - 3 c/o ADMIN	130.00	390.00
	200	piece	Folder - Expanded Folder, 8.5 inches x 13 inches, color green, thick/hard - 200 c/o ADMIN	15.00	3,000.00
	1	box	Folder: Pressboard - Size: 242mm x 369mm (-5mm), 100 pieces per box - 1 c/o ADMIN	1,100.00	1,100.00
	2	pack	Folder: Tagboard - For A4 size documents, 100 pieces per pack - Bonus 2 c/o ADMIN	390.00	780.00
	5	pack	Folder: Tagboard - For legal size documents ,100 pieces per pack - Bonus 5 c/o ADMIN	400.00	2,000.00
	4	jar	Glue: All Purpose - Gross weight: 200 grams min - TM 250gms 4 c/o ADMIN	42.00	168.00
	30	piece	Highlighter - Assorted Colors, Chisel type - Excel 30 c/o ADMIN	15.00	450.00
	12	piece	Marker: Bullet Type - Permanent - Black - XSG 12 c/o ADMIN	9.00	108.00

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 Conforme:

Very Truly yours

**BENJAMIN B. MAGALONG**  
 CITY MAYOR

Signature over printed **BAGUIO PRINCE ENTERPRISES**

Doña Rufina Building  
 # 28A Lower Bonifacio Street

Date **4-1-22**  
 Baguio City  
 TEL. # 6096688  
 TIN # 928-862-896

Supplier: **BAGUIO PRINCE ENTERPRISES**  
 Address: **#28A Doña Rufina Building, Lower Bonifacio Street, Baguio City**  
 E-mail Address: 123  
 Telephone No.: **442-6965/ 309-6688**  
 TIN: **VAT 928 862 896 000**

P.O No.:471  
 Date: 3/29/2022  
 Mode of Procurement: Shopping 15

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Item	QTY	Unit	Description	Unit Cost	Amount
	6	piece	Marker: Bullet Type - Permanent - Blue - Flex Office 6 c/o ADMIN	12.00	72.00
	6	piece	Marker: Whiteboard - Black Tip: felt, bullet type, Brand shall be engraved/embossed/printed on the item, Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap. - XSG 6 c/o ADMIN	14.00	84.00
	6	piece	Marker: Whiteboard - Blue Tip: felt, bullet type, Brand shall be engraved/embossed/printed on the item, Structure: The barrel and the cap shall fit snugly or firmly to the barrel and of such structure that will easily cap and uncap. - XSG 6 c/o ADMIN	14.00	84.00
	12	pad	Notepad - 3x3, stick on, 76mmx76mm, 100sheets/cube - HBW 12 c/o ADMIN	20.00	240.00
	6	piece	Notepad - 3x4, stick on, 76mmx100mm, 100 sheets/cube - HBW 6 c/o ADMIN	24.00	144.00
	55	ream	Paper - A4 - Multicopy, 80gsm, size: 210mm x 297mm, 500 sheets per ream - Copy One 55 c/o ADMIN	208.00	11,440.00
	50	ream	Paper - Legal - Multicopy, 80gsm, size: 216mm x 330mm, 500 sheets per ream - Copy One 50 c/o ADMIN	230.00	11,500.00
	27	box	Paper Clip - 33MM, 100 pieces per box or 52 grams (min.) (net of box) - TM 27 c/o ADMIN	8.00	216.00
	26	box	Paper Clip - 50MM, 100 pieces per box or 120 grams (min.) (net of box) - TM 26 c/o ADMIN	20.00	520.00
	8	ream	Paper Copy - A3, 80 gsm - Copy One 8 c/o ADMIN	465.00	3,720.00
	50	pack	Paper Sticker - Glossy, A4, 10 pcs / pack - 50 c/o ADMIN	42.00	2,100.00
	2	piece	Pencil Sharpener - Manual; Table Mountable type; with metal clamp; single cutter-head; one hole guide, 9-10mm in a diameter; Construction/ Casing shall be metal; all main parts shall be made of metal particularly the cutting mechanism: cutter, Pinion Gear, Internal Gear, Handle - Joy 2 c/o ADMIN	495.00	990.00

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**BENJAMIN B. MAGALONG**  
 CITY MAYOR

Signature over print name of Supplier  
**BAGUIO PRINCE ENTERPRISES**  
 Doña Rufina Building  
 # 28A Lower Bonifacio Street  
 Baguio City  
 TEL. # 3096688  
 TIN # 928-862-896

Date 4-21-22

Supplier: **BAGUIO PRINCE ENTERPRISES**  
 Address: **#28A Doña Rufina Building, Lower Bonifacio Street, Baguio City**  
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P.O No.:471  
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Item	QTY	Unit	Description	Unit Cost	Amount
	60	pack	Photo paper - Single-sided white, matte finish, A4, 146 gsm - Veco 60 c/o ADMIN	60.00	3,600.00
	6	piece	Puncher - paper, heavy duty, with two hole guide; Punching Capacity: 30 sheets of 70 gsm multipurpose paper - MGK 6 c/o ADMIN	145.00	870.00
	24	piece	Sign Pen - 0.3 mm, fine line pen, black - Pilot 24 c/o ADMIN	68.00	1,632.00
	30	piece	Sign Pen - Barrel Colour: Black Tip Size: Fine Ink colour: Black Refillable: Yes Style: Rollerball, refillable Additional Features: Pocket clip Tip Size: 0.7 mm - Uni 30 c/o ADMIN	60.00	1,800.00
	12	piece	Sign Pen - Barrel Colour: Blue Tip Size: Fine Ink colour: Blue Refillable: Yes Style: Rollerball, refillable Additional Features: Pocket clip Tip Size: 0.7 mm - Uni 12 c/o ADMIN	60.00	720.00
	24	piece	Sign Pen: Black - Liquid ink, 0.5mm needle tip, with needle clip writing length: one (1) km (min) - Pointec Cello 24 c/o ADMIN	25.00	600.00
	90	pack	Special Paper - A4, 120gsm, for certificates, cream, pack of 10 - Anteprema 90 c/o ADMIN	35.00	3,150.00
	3	piece	Staple Remover - claw type, steel jaws, extra wide finger grips - UK 3 c/o ADMIN	18.00	54.00
	9	box	Staple Wire - #35 standard, 5000 pcs - UK 9 c/o ADMIN	27.00	243.00
	6	box	Staple Wire - 23/13, Heavy Duty - Joy 6 c/o ADMIN	45.00	270.00
	6	box	Staple Wire - 23/6 heavy duty - Max 6 c/o ADMIN	60.00	360.00
	3	piece	Stapler - Standard type, load cap: 200 staples min, 1 piece in individual box - Rapid 3 c/o ADMIN	320.00	960.00
	5	roll	Tape: Masking - 48mm x 50m - 2" - HBW 5 c/o ADMIN	72.00	360.00
	8	roll	Tape: Masking - Masking, 24mmx50m - 1" - Flex Office 8 c/o ADMIN	30.00	240.00

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 CITY MAYOR

Signature over printed name of Supplier

**BAGUIO Prince Enterprise**

Doña Rufina Building  
 # 28A Lower Bonifacio Street

Date **4-1-22** Baguio City

TEL. # 3096688  
 TIN # 928-862-896

Supplier: **BAGUIO PRINCE ENTERPRISES**  
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Item	QTY	Unit	Description	Unit Cost	Amount
	8	roll	Tape: Packaging - 48mm x 50m / 2" - Crocodile 8 c/o ADMIN	27.00	216.00
	6	roll	Tape: Transparent - 24mm x 50m / 1" - Flex Office 6 c/o ADMIN	16.00	96.00
	3	roll	Twine - Plastic, weight per roll: 1000g (min) - 3 c/o ADMIN	110.00	330.00
			Note:	<b>GRAND TOTAL</b>	<b>77,024.00</b>

(Total Amount In Words)

**Seventy Seven Thousand Twenty Four Pesos and 00/100**

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CITY MAYOR

Signature over printed name of Supplier

**BAGUIO Prince Enterprise**

*Doña Rufina Building*

Date *04-04-22* # *28A Lower Bonifacio Street*  
*Baguio City*

TEL. # 3096688

TIN # 928-862-896