

City Government of Baguio

Purchase Order

POSTING

Supplier: EVC Consumer Goods Trading Address: B3302 Central Apartments, Quisumbing ST., Trancoville, Baguio City E-mail Address: evccgtrading@gmail.com Telephone No.: 09175753043 / 09988530170 TIN: 941-786-657 Non-Vat	P.O No.:666 Date: 8/26/2021 Mode of Procurement: Shopping 147
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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: 7 Calendar Days

Date of Delivery: Please input delivery date

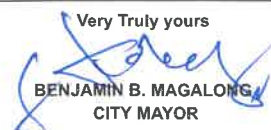
Payment Term: Please input payment term

Receipt of Purchase Order

Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	Office Supplies c/o cBO	53,098.20	53,098.20
	1	box	Envelope - Documentary, for legal size document, 500 pieces per box - 1 c/o BUDGET	800.00	800.00
	2	box	Envelope - Mailing, 500 pieces per box - Local white 2 c/o BUDGET	240.00	480.00
	2	bundle	Folder - Tagboard, for legal size documents ,100 pieces per pack - 2 c/o BUDGET	434.50	869.00
	4	piece	Notebook - Stenographer, spiral, 60 leaves 4 c/o BUDGET	12.50	50.00
	44	pad	Notepad - 3x3, stick on, 76mmx76mm, 100sheets/cube - Generic 44 c/o BUDGET	18.00	792.00
	110	ream	Paper - Multicopy, 80gsm, size: 210mm x 297mm (A4) - 1K copy S-24 110 c/o BUDGET	180.00	19,800.00
	110	ream	Paper - Multicopy, 80gsm, size: 216mm x 330mm (Legal) - 1K copy S-24 110 c/o BUDGET	200.00	22,000.00
	4	ream	Paper Copy - A3, 80 gsm - 1K copy S-24 4 c/o BUDGET	387.50	1,550.00
	44	piece	Pen - Ballpoint, black - Flexstick 0.5 44 c/o BUDGET	5.00	220.00
	44	piece	Pen - Ballpoint, blue - Flexstick 0.5 44 c/o BUDGET	5.00	220.00
	3	box	Rubber Band - 70mm min lay flat length (#18), 350gms min. net weight - Tiger 3 c/o BUDGET	120.00	360.00
	44	piece	Sign Pen - 0.5mm, V5 Hi-Tecpoint, black - 44 c/o BUDGET	55.00	2,420.00
	44	piece	Sign Pen - 0.5mm, V5 Hi-Tecpoint, blue - 44 c/o BUDGET	55.00	2,420.00
	4	box	Staple Wire - 23/13, Heavy Duty - Joy 4 c/o BUDGET	24.00	96.00

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 name of Supplier