

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.:3180 Date: 3/1/2021 Mode of Procurement: Shopping 231
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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	OS c/o CPDO	123,211.00	123,211.00
	12	piece	Archive Box - files A4, material: PP, size: A4 31.5x23.7x5.5cm, shape:case, color: yellow, red - 12 c/o PLANNING	450.00	5,400.00
	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 - 10 c/o PLANNING	450.00	4,500.00
	2	piece	Binder Folder - A4, 3-ring, D-type, A4, 64mm(2.5), with insert clear-view pocket on front, back and spine for label - 2 c/o PLANNING	315.00	630.00
	5	pack	Clear book - plastic, refillable, A4 size, thickness: 0.04mm (min), transparent plastic pockets, number of pockets: 20, assorted color - 5 c/o PLANNING	40.00	200.00
	9	piece	Clear Book - plastic, refillable, legal size, thickness: 0.5mm (min), transparent plastic pockets, number of pockets: 20, assorted color - 9 c/o PLANNING	42.00	378.00
	10	piece	Clip - silver, bulldog, 3 inches (73mm) - mgk 10 c/o PLANNING	12.50	125.00
	1	piece	Clip Board - Hard Plastic, Thin, Transparent, Legal (8.5 x 13) - joy 1 c/o PLANNING	85.00	85.00
	5	pack	Cover Plastic - A4, 200mic, PVC Binding Film, 100 pcs/pack - tm 5 c/o PLANNING	385.00	1,925.00
	15	pack	Cover Plastic - Legal, 0.30mm thickness, PVC Binding Film, packs of 10 - tm 15 c/o PLANNING	700.00	10,500.00
	5	piece	Cutter - for general purpose, heavy duty, plastic - 5 c/o PLANNING	45.00	225.00

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: *[Signature]*  
**BAG 13 Prince Enterprises**

Very Truly yours

*[Signature]*  
**BENJAMIN B. MAGALONG**  
 CITY MAYOR

Signature over printed name of Supplier  
 Doña Rufina Building  
 # 28A Lower Bonifacio Street  
 Baguio City

Date *3-1-21* TEL. # 3096688  
 TIN # 028-862-896