Standard Form No: SF-GOODS-002
Revised on: May 24, 2004
Standard Form Title: Purchased Order

City Government of Baguio

# Purchase Order

May 30, due

| | |
|---|---|
| Supplier: **BAGUIO PRINCE ENTERPRISES**<br>Address: **#28A Doña Rufina Building, Lower Bonifacio Street, Baguio City**<br>E-mail Address: **123**<br>Telephone No.: **442-6965/ 309-6688**<br>TIN: **VAT 928 862 896 000** | P.O No.:3937<br>Date: 3/29/2021<br><br>Mode of Procurement: Shopping 19 |

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
**Reciept of Purchase Order**

| Item | QTY | Unit | Description | Unit Cost | Amount |
|---|---|---|---|---|---|
| 1 | 1 | Lot | OS c/o CAO | 95,849.00 | 95,849.00 |
| | 1 | roll | Cover Plastic - Gauge 4, 50m in length -<br>1 c/o ACCTNG | 1,285.00 | 1,285.00 |
| | 5 | unit | Data Storage - 16GB, USB 3.0, plug and play - sandisk<br>5 c/o ACCTNG | 350.00 | 1,750.00 |
| | 20 | box | Fastener - metal, for paper, metal, non sharp edges, 50 sets/box - tm<br>20 c/o ACCTNG | 45.00 | 900.00 |
| | 3 | box | Folder - Pressboard, size: 242mm x 369mm (-5mm), 100 pieces per box - prime<br>3 c/o ACCTNG | 1,100.00 | 3,300.00 |
| | 3 | set | Marker - Fluorescent, 3 colors per set - excel<br>3 c/o ACCTNG | 45.00 | 135.00 |
| | 5 | piece | Marker - Permanent; Bullet Type - Black - xsg<br>5 c/o ACCTNG | 10.00 | 50.00 |
| | 5 | piece | Marker - Permanent; Bullet Type - Blue - xsg<br>5 c/o ACCTNG | 10.00 | 50.00 |
| | 2 | piece | Numbering Machine - Automatic, 12 digits - diamant<br>2 c/o ACCTNG | 1,850.00 | 3,700.00 |
| | 100 | ream | Paper - Multicopy, 80gsm, size: 210mm x 297mm (A4) - copy one<br>100 c/o ACCTNG | 200.00 | 20,000.00 |
| | 150 | ream | Paper - Multicopy, 80gsm, size: 216mm x 330mm (Legal) - copy one<br>150 c/o ACCTNG | 220.00 | 33,000.00 |
| | 5 | ream | Paper Copy - A3, 80 gsm - copy one<br>5 c/o ACCTNG | 475.00 | 2,375.00 |
| | 36 | piece | Pen - Ballpoint, black - faber castell<br>36 c/o ACCTNG | 13.50 | 486.00 |
| | 24 | piece | Pen - Ballpoint, blue - faber castell<br>24 c/o ACCTNG | 13.50 | 324.00 |

CITY GENERAL SERVICES OFFICE
RELEASED
Date: 4/26/21
By:

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:

BAG 19 Prince Enterprises

Signature over printed name of Supplier
Doña Rufina Building
# 28A Lower Bonifacio Street
Baguio City
Date 4-26-21 TEL. # 3096688

Very Truly yours

BENJAMIN B. MAGALONG
CITY MAYOR