

LGU-Santa Ignacia, Tarlac		Project Reference Number: 100-21-			
Standard Form Number: SF-GOOD - 60					
Revised on: May 24, 2004					
Standard Form Title: Purchase Order					
Name of Project		PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR THE 1st QUARTER 2021			
Location of the Project: LGU, SANTA IGNACIA, TARLAC					
Supplier		RYZOLEQ ENTERPRISE		P.O. No. : 100-21-	
Address		Malued District, Dagupan City		Date: :	
Email Address		:		Mode of: COMPETITIVE BIDDING	
Telephone No.		:		Procurement:	
Tin		:			
Gentlemen:					
Please furnish this office the following articles subject to the terms and conditions contained herein:					
Place of Delivery		LGU-SANTA IGNACIA, TALRAC		Delivery Term: full	
Date of Delivery		:		Payment Term: full	
STOCK No.	UNIT	ITEM DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	can	Air Freshener	91	264.50	24,069.50
2	bottle	Ambi Pure Freshener	60	288.00	17,280.00
3	bottle	Alcohol Ethyl 70% 500 ml	255	100.00	25,500.00
4	bottle	Antibacterial Handwashing Liquid	115	120.00	13,800.00
5	boxes	Ballpen (Ballpoint) Black 12's	40	330.00	13,200.00
6	boxes	Ballpen (Ballpoint) Red 12's	2	330.00	660.00
7	boxes	Ballpen Assorted Colors (Fine Tip) 12's	13	330.00	4,290.00
8	pcs.	Battery "AA" Energizer	12	87.00	1,044.00
9	pcs.	Battery "AAA" Alkaline Energizer	10	93.00	930.00
10	reams	Bond Paper long w/ SB logo	9	1,650.00	14,850.00
11	reams	Bond Paper S-20 8 1/2 x 11	120	270.00	32,400.00
12	bottles	Brother MFC-J3520 ink refill T300	15	785.00	11,775.00
13	pcs.	Brown Envelope Long	1,336	5.50	7,348.00
14	pcs.	Brown Envelope Short	465	5.00	2,325.00
15	bundles	Business Envelope Large Size w/ Logo	11	750.00	8,250.00
16	pcs.	Calling Card-Glossy, Colored, 200gsm	500	9.00	4,500.00
17	pcs.	Canon Cartridge black	5	465.00	2,325.00
18	pcs.	Canon Ink Refill Black	12	395.00	4,740.00
19	bottles	Canon Ink Refill Colored	5	395.00	1,975.00
20	boxes	Carbon Paper Imported long	10	750.00	7,500.00
21	pcs.	Clip Board Long	20	98.00	1,960.00
22	bundles	Coin Envelope	8	450.00	3,600.00
23	pcs.	Columnar 16 colums	12	85.00	1,020.00
24	pcs.	Correction Fluid	89	45.00	4,005.00
25	pcs.	Correction Tape	205	40.00	8,200.00
26	bar	Detergent Bar	172	37.00	6,364.00
27	sachet	Detergent Powder small	237	12.00	2,844.00
28	bottles	Dishwashing Liquid 500ml	106	135.00	14,310.00
29	bottles	Disinfectant Freshener Spray	60	352.00	21,120.00
30	pcs.	Doormat	2	35.00	70.00
31	pcs.	Double Sided Tape 1 inch	20	38.00	760.00
32	pcs.	Double Sided Tape 1.5 inch	50	38.00	1,900.00
33	pads	DTR Form 48	5	225.00	1,125.00
34	pcs.	Dust Pan (plastic/big)	5	87.00	435.00
35	bundles	Envelope White	10	405.00	4,050.00
36	set	Epson L110/L200 Refill Set	17	1,605.00	27,285.00
37	bottles	Epson L210 Black ink	100	405.00	40,500.00
38	bottles	Epson L210 Refill	3	405.00	1,215.00
39	set	Epson L360 ink refill set	150	1,605.00	240,750.00
40	set	Epson L3110 ink refill set	6	1,605.00	9,630.00
41	pcs.	Expanding Folder Long	383	28.00	10,724.00
42	pcs.	Facsimile (with Logo)	1	150.00	150.00
43	boxes	Fastener Vinyl	93	40.00	3,720.00
44	pcs.	Folder White Long	50	6.00	300.00
45	bottles	Furniture Polish Aerosol 400 ml	50	438.00	21,900.00
46	packs	Garbage Bag (Black)	3	140.00	420.00
47	pcs.	Glossy Picture Paper	2,321	8.00	18,568.00
48	pcs.	Glue Big	63	63.00	3,969.00
49	pcs.	Hand Soap 30g	138	48.50	6,693.00
50	pcs.	Hard DTR	505	3.00	1,515.00
51	pcs.	Highlighter Assorted Colors	132	47.00	6,204.00
52	pcs.	House Brooms	35	255.00	8,925.00
53	pcs.	HP60 Cartridge Ink Black	15	1,270.00	19,050.00
54	pcs.	HP60 Cartridge Ink Colored	7	1,375.00	9,625.00
55	pcs.	HP704 Cartridge Ink Black	38	755.00	28,690.00
56	pcs.	HP704 Cartridge Ink Colored	25	755.00	18,875.00
57	pcs.	Ink Cartdridge Bundy clock	4	45.00	180.00
58	bottles	Insect Spray Repellant 500ml	93	365.00	33,945.00
59	reams	Letterhead w/ logo 4 colors	50	1,650.00	82,500.00
60	bottles	Lysol Deodorizer	50	40.00	2,000.00

61	pcs.	Marker(Stabilo)	10	48.00	480.00
62	pcs.	Marking Pen Permanent Assorted Colors	33	57.00	1,881.00
63	pcs.	Masking Tape 2"	15	50.00	750.00
64	pcs.	Masking Tape 3"	2	85.00	170.00
65	bottles	Multi-Purpose Cleaner Spray 600 ml.	110	395.00	43,450.00
66	pcs.	Paper Clamp Assorted 1"	20	40.00	800.00
67	pcs.	Paper Clip Big	66	26.00	1,716.00
68	pcs.	Paper Clip Small	41	8.00	328.00
69	boxes	Pencil #2 12's	58	100.00	5,800.00
70	boxes	Pencil Steadler (HB)	5	50.00	250.00
71	pcs.	Pentel Pen (Broad)	68	55.00	3,740.00
72	pcs.	Pentel Pen (Twin Tip for Glossy Surfaces) black	40	150.00	6,000.00
73	pcs.	Pentel Pen (Twin Tip for Glossy Surfaces) blue	40	150.00	6,000.00
74	pcs.	Permanent Fine Marker	12	55.00	660.00
75	boxes	Push Pins 100's	4	40.00	160.00
76	pcs.	Record Book 500's	58	110.00	6,380.00
77	boxes	Rubber Bond	17	195.00	3,315.00
78	pcs.	Scotch Tape 1 inch	95	25.00	2,375.00
79	pcs.	Scotch Tape 2 inch	39	65.00	2,535.00
80	pcs.	Signpen 0.7	66	88.00	5,808.00
81	pcs.	Signpen Gel Type 0.5	258	35.00	9,030.00
82	pcs.	Signpen Gel Type 0.6	50	75.00	3,750.00
83	pcs.	Sponge	15	32.00	480.00
84	pcs.	Staedtler Pencil Eraser	5	35.00	175.00
85	bottles	Stain Remover/Disinfectant	130	295.00	38,350.00
86	pcs.	Stamp Pad (Big)	11	95.00	1,045.00
87	pcs.	Stamp pad Ink	52	35.00	1,820.00
88	boxes	Staple Wire No.35	151	57.00	8,607.00
89	pcs.	Stick Brooms	77	45.00	3,465.00
90	pcs.	Stick-on-Notes 3x5	207	40.00	8,280.00
91	pcs.	Sticky Signs (Sign Here)	201	50.00	10,050.00
92	rolls	Straw	15	48.00	720.00
93	rolls	Tissue Paper 2 Ply	635	18.00	11,430.00
94	bottles	Toilet Bowl Cleaner	237	120.00	28,440.00
95	pcs.	Toilet Deodorizer	50	40.00	2,000.00
96	bottles	Toilet Freshener	50	135.00	6,750.00
97	pcs.	Typewriter Ribbon	9	35.00	315.00
98	bundles	White Envelope, Big	50	430.00	21,500.00
99	bundles	White envelope with logo	300	10.00	3,000.00
100	pcs.	White Folder Long 14 Points	1,313	7.00	9,191.00
101	pcs.	White Folder Short 14 Points	718	6.00	4,308.00
102	pcs.	Whiteboard Marker	50	70.00	3,500.00
103	pcs.	Whiteboard Marker Assorted Colors	1	70.00	70.00
104	bottles	Window Cleaner Spray 500ml	75	280.00	21,000.00
105	pcs.	Window Glass Cleaner	3	295.00	885.00
106	pads	Yellow Paper	49	65.00	3,185.00

TOTAL AMOUNT IN WORD : ONE MILLION ONE HUNDRED SIXTY ONE THOUSAND EIGHT HUNDRED ONE PESOS & 50/100 **1,161,801.50**

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 imposed.

Very truly yours;

(Original Signed)

NORA T. MODOMO

Authorized Official

Conforme:

(Original Signed)

RYZOLEQ ENTERPRISE

Signature over printed name of supplier

Date

ALOBS NO:

Amount: