

PURCHASE ORDER

Municipality of San Francisco
LGU

Supplier: RD & R TRADING
Address: CEBU CITY

P.O No. _____
Date: _____
Mode of Procurement: _____

Gentleman:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Date of Delivery: _____

Payment Term: _____

Item No.	Unit	Qty	Description	Unit Cost	Amount
1	can	11	INSECTICIDE, aerosol type, 500 ml	550.00	6,050.00
2	bottle	23	HAND SANITIZER, 500ml	151.00	3,473.00
3	bottle	220	ALCOHOL, ethly, 68-72%, 500ml	150.00	33,000.00
4	gallon	24	ALCOHOL, ethly, 68-72%, 1 gallon	550.00	13,200.00
5	bottle	2	PROVIDONE IODINE, 10% solution, 120 ml	180.00	360.00
6	bottle	6	INK, for stampad pad	16.00	96.00
7	pad	11	NOTE PAD, stick on, 50mm x 76mm (2" x 3") min	22.00	242.00
8	pad	10	NOTE PAD, stick on, 76mm x 100mm (3" x 4") min	36.00	360.00
9	pad	10	NOTE PAD, stick on, 3"x3"	28.00	280.00
10	place	2	NOTEBOOK, stenographer	20.00	40.00
11	reams	28	PAPER, MULTICOPY, A4, 80gsm	270.00	7,560.00
12	reams	15	PAPER, MULTICOPY, Legal, 80gsm	310.00	4,650.00
13	reams	99	PAPER, Multi-Porpose, A4, 70gsm	260.00	25,740.00
14	reams	97	PAPER, Multi-Porpose, legal, 70gsm	230.00	22,310.00
15	reams	9	PAPER, Multi-purpose, short	175.00	1,575.00
16	book	29	RECORD BOOK, 300 PAGES, size 214mm x 278mm min	77.00	2,233.00
17	book	47	RECORD BOOK, 500 PAGES, size: 214mm x 278mm min	103.00	4,841.00
18	pack	30	TOILET TISSUE PAPER, 2-ply, 100% recycle, 12 pcs/pack	197.00	5,910.00
19	pack	5	TISEUE, Interfolded paper towel	91.00	455.00
20	pack	7	TOILET TISSUE PAPER, Interfolded Paper towel	48.00	336.00
21	pack	28	BATTERY, dry Cell, size: AA	48.00	1,344.00
22	pack	24	BATTERY, dry cell, size: AAA	48.00	1,152.00
23	pack	12	BATTERY, dry cell, size: D	52.00	624.00
24	jar	13	GLUE, all purpose, 120 gms	47.00	611.00
25	box	14	STAPLE WIRE, heavy duty, binder type, 23/13	34.00	476.00
26	box	19	STAPLE WIRE, standard #35	34.00	646.00
27	roll	6	TAPE, electrical	32.00	192.00
28	roll	20	TAPE, masking, 24mm	23.00	460.00
29	roll	18	TAPE, masking, 48mm	28.00	504.00
30	roll	14	TAPE, packaging, 48mm	28.00	392.00
31	roll	29	TAPE, transparent, 24mm	16.00	464.00
32	roll	30	TAPE, transparent, 48mm	28.00	840.00
33	roll	1	TWINE, plastic	70.00	70.00
34	piece	1	THERMOGUN	750.00	750.00
35	piece	10	RULER, plastic, 450mm	6.00	60.00
36	can	28	AIR FRESHENER, aerosol type	263.00	7,364.00
37	piece	25	BROOM, soft, tambo	178.00	4,450.00
38	piece	19	BROOM, stick, ting-ting	32.00	608.00
39	bottle	35	CLEANER, toilet and urinal, 1000ml	178.00	6,230.00
40	can	9	CLEANSER, scouring powder	32.00	288.00
41	piece	20	DETERGENT BAR, 140g	32.00	640.00
42	pack	87	DETERGENT POWDER, all-purpose, 1kg	66.00	5,742.00
43	can	24	DISINFECTANT SPRY, aerosol type, 330ml	500.00	12,000.00
44	piece	21	DUST PAN, non-rigid plastic	75.00	1,575.00

45	bottle	23	LIQUID HAND SOAP, 375 mL	59.00	1,357.00
46	can	1	FLOOR WAX, paste type, red 1KL/CAN	75.00	75.00
45	can	25	FURNITURE CLEANER, aerosol type, 300 ml	390.00	9,750.00
48	piece	5	MOPHANDLE, heavy duty screw type, wooden	530.00	2,650.00
49	piece	5	MOPHEAD, made of rayon, 400gms	132.00	660.00
50	bundle	10	RAGS, all cotton, 32 pcs/bundle	105.00	1,050.00
51	pack	1	SCOURING PAD, 5 pcs/pack	80.00	80.00
52	pack	18	TRASHBAG, GPP spacs, black, 940mmx1016mm	300.00	5,400.00
53	piece	11	WASTEBASKET, non-rigid plastic	98.00	1,078.00
54	piece	9	FLASH DRIVE, 16gb	500.00	4,500.00
55	unit	2	MOUSE, OPTICAL, USB connection type	240.00	480.00
56	unit	1	MOUSE, wireless, USB	500.00	500.00
57	box	3	CLIP, backfold, 25mm	20.00	60.00
58	box	3	CLIP, backfold, 32mm	26.00	78.00
59	box	2	CLIP, backfold, 50mm	29.00	58.00
60	piece	94	CORRECTION TAPE, 8m	20.00	1,880.00
61	piece	6	DATA FILE BOX, single	110.00	660.00
62	box	1	ENVELOPE, MAILING, white, legal size 500 pcs/box	150.00	150.00
63	box	1	ENVELOPE, DOCUMENTARY, for legal size document, 100pcs/box	700.00	700.00
64	box	2	ENVELOPE, expanded, kraft, legal, 100 pcs/box	1,450.00	2,900.00
65	piece	7	ENVELOPE, expanded, plastic	75.00	525.00
66	box	2	FASTENER, metal, non-sharp edges	100.00	200.00
67	piece	2	FILE ORGANIZER, expanding, plastic, legal, 12 pocket	178.00	356.00
68	pack	1	FOLDER A4 size (100 pcs per pack)	650.00	650.00
69	bundle	2	FOLDER, fancy, with slide, A4, 50 pcs/bundle	316.00	632.00
70	bundle	9	FOLDER, fancy, with slide, legal, 100pcs/bundle	316.00	2,844.00
71	pack	3	FOLDER, L-type, legal, 50pcs/pack	380.00	1,140.00
72	pcs	24	FOLDER SHORT SIZE	5.00	120.00
73	box	12	MARKER, fluorescent, 12 pcs/box	423.00	5,076.00
74	piece	11	MARKER, whiteboard, black	35.00	385.00
75	piece	12	MARKER, whiteboard, blue	35.00	420.00
76	piece	9	MARKER, whiteboard, red	35.00	315.00
77	piece	16	MARKER, permanet, black, bullet type	36.00	576.00
78	piece	22	MARKER, permanet, blue, bullet type	36.00	792.00
79	piece	16	MARKER, permanet, red, bullet type	36.00	576.00
80	box	15	PAPER CLIP, vinly/plastic coated, 33mm	10.00	150.00
81	box	40	PAPER CLIP, vinly/plastic coated, 50mm	11.00	440.00
82	box	13	PENCIL, lead, with eraser, #2	86.00	1,118.00
83	box	1	RUBBER BAND, No. 18	191.00	191.00
84	piece	3	STAMP PAD, felt	60.00	180.00
85	tube	3	BLADE, for general purpose cutter/ utility knife	30.00	90.00
86	piece	1	CUTTER/UTILITY KNIFE, for general purpose	75.00	75.00
87	piece	4	PUNCHER, paper, heavy duty, 2 holes	300.00	1,200.00
88	pair	18	SCISSORS, symmetrical, 8"	40.00	720.00
89	piece	15	STAPLER, standard type	290.00	4,350.00
90	piece	3	STAPLER REMOVER, plier type	60.00	180.00
91	piece	2	TAPE DISPENSER, table top	120.00	240.00
92	pcs	2	CALCULATOR, compact, 12 digit, two way power, solar cell battery	400.00	800.00
93	cart	34	INK CART, EPSON C13T664100 (T6641), black	350.00	11,900.00
94	cart	19	INK CART, EPSON C13T664200 (T6642), Cyan	350.00	6,650.00

95	cart	19	INK CART, EPSON C13T664300 (T6643), Magenta	350.00	6,650.00
96	cart	24	INK CART, EPSON C13T664400 (T6644), Yellow	350.00	8,400.00
97	cart	1	HANDBOOK, (RA 9184), 8th edition	1,800.00	1,800.00
98	book	1	FIRE EXTINGUISHER, dry chemical, 2kg	2,820.00	2,820.00
99	piece	2	CLEARBOOK, 20 Transparent pocket, legal	59.00	118.00
100	box	11	PAPER FASTENER (plastic)	29.00	319.00
101	piece	10	ERASER, plastic/rubber	6.00	60.00
102	piece	116	SIGN PEN, black	21.00	2,436.00
103	piece	87	SIGN PEN, blue	21.00	1,827.00
104	piece	24	SIGN PEN, red	21.00	504.00
105	piece	5	SIGN PEN, pink	21.00	105.00
106	ream	5	DTR	100.00	500.00
107	pcs.	22	CORRECTION TAPE (rifillable)	98.00	2,156.00
108	pcs	6	Office Window Curtain (54" X 95")	4,800.00	28,800.00
109	box	14	Ballpen (0.5) blue (25/box)	21.00	294.00
110	pcs	137	Ballpen (0.5) black	21.00	2,877.00
111	pcs.	2	64 GB, USB 2.0 Flash Drive	1,400.00	2,800.00
112	PC	2	USB 32GB Flash drive	700.00	1,400.00
113	BOT	35	INK 003 BLACK	350.00	12,250.00
114	BOT	8	INK 003 CYAN	350.00	2,800.00
115	BOT	8	INK 003 MAGENTA	350.00	2,800.00
116	BOT	8	INK 003 YELLOW	350.00	2,800.00
117	pcs.	2	TONER TN2280	3,500.00	7,000.00
118	pcs.	1	DRUM DR2255	6,800.00	6,800.00
119	BOT	2	ALL PURPOSE GLUE 120GRM	125.00	250.00
120	PC	1	CARD READER	500.00	500.00
121	BOT	3	INK BROTHER D60 BLACK	500.00	1,500.00
122	BOT	3	INK 001 BLACK	1,226.00	3,678.00
123	BOX	4	SURGICAL MASK, 3 PLY, 50 PCS/BOX	110.00	440.00
			supplies for 3rd quarter 2022		
			Three Hundred Sixty-One Thousand Eight Hundred Thirty-Four Pesos Only	TOTAL	361,834.00

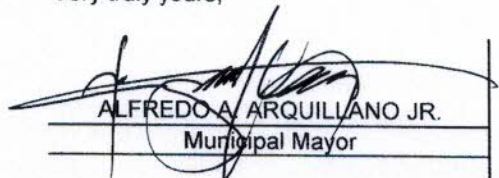
Conforme:



RD & R TRADING
(Signature over printed name)

Date _____

Very truly yours,




ALFREDO A. ARQUILLANO JR.
Municipal Mayor

In case of Negotiated Purchase pursuant to Section 369 (a) RA 7160, this portion must be accomplished).

Approved to be purchased thru negotiated Purchase per Sangguniang Res. No.

Certified Correct:

Requesting Office/Department

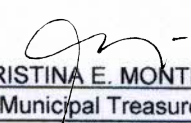


DAVE JUNNEL A. TAMPUS
GSO

Funds Available:

Amount: _____

R.O. No. _____



CRISTINA E. MONTEJO
Municipal Treasurer