



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : <b>CLOCKWERK STATIONERY TRADING</b>	P.O. No. : <u>22-08-1856</u>
Address : <u>Blk 1 Lot 21 Durian St., Dividend Homes, Brgy. San Juan, Taytay, Rizal</u>	Date : <u>August 16, 2022</u>
	Mode of Procurement: <u>SMALL VALUE PROCUREMENT</u>

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

Place of Delivery : <u>Central Supply Office</u>	Delivery Term : <u>7 Calendar Days</u>
Date of Delivery : _____	Payment Term : <u>within 45 days upon completion of delivery</u>

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	BOXES	20	Paper Clip Jumbo, TM 100 pcs 50mm 120 gms	30.00	600.00
2	BOXES	20	Paper Clip, TM Small 100 pcs 33mm 50gms	20.00	400.00
3	PCS	20	Transparent Tape, EXCEL 19mm X 66mm	20.00	400.00
4	PCS	20	Masking tape, MGK 1 inch 24mm	25.00	500.00
5	PACKS	50	sticker paper, GENERIC Glossy 8.5x11 10 pcs per packs	35.00	1,750.00
6	PACKS	50	Special paper, GENERIC Board paper white 210x297mm	45.00	2,250.00

Control No. **3655** SUBTOTAL : **Php 5,900.00**

**Total Amount in Words** Five Thousand Nine Hundred Pesos Only.

In case of the 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.

Conforme :

TYRONE JOSHUA C. VILLANUEVA  
*(Signature over printed name of Supplier)*  
 \_\_\_\_\_  
 Date

Very truly yours,

VICTOR MA. REGIS N. SOTTO  
*(Authorized Official)*  
 City Mayor

Requisitioning Office/Dept. :  <div style="text-align: center;">   <b>RECHIE J. TUGAWIN</b>  <i>(Authorized Official)</i> </div>	Funds Available :  <div style="text-align: center;"> <b>JUVY A. CUENCO</b>  <i>Chief Accountant</i> </div>	Amount : _____  OBR No. : _____
--	--	---------------------------------------



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : **CLOCKWERK STATIONERY TRADING**  
 Address : Blk 1 Lot 21 Durian St., Dividend Homes, Brgy. San Juan, Taytay, Rizal

P.O. No. : 22-08-1856  
 Date : August 16, 2022  
 Mode of Procurement: SMALL VALUE PROCUREMENT

Gentlemen:

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

Place of Delivery : Central Supply Office  
 Date of Delivery : \_\_\_\_\_

Delivery Term : 7 Calendar Days  
 Payment Term : within 45 days upon completion of delivery


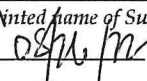
ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
7	BOXES	20	Staple Wire, TM #35 26/6	30.00	600.00
8	PCS	200	Clear Envelope Long, GENERIC without handle	45.00	9,000.00
9	PCS	200	Notebook, GENERIC sparial 80 leaves	25.00	5,000.00
10	PIECE	20	Manila Paper, GENERIC	7.00	140.00
11	PACKS	40	Parchment Paper, GENERIC size 8.5 x 11	35.00	1,400.00
12	PCS	5	Stamp Pad Violet, MGK	35.00	175.00
13	PCS	8	Stapler, GENERIC	60.00	480.00
14	BOXES	7	Paper Clamps, TM 1 inch 12 pcs per box	30.00	210.00

Control No. **3655** SUBTOTAL : **Php 22,905.00**

**Total Amount in Words** Twenty-two Thousand Nine Hundred Five Pesos Only.

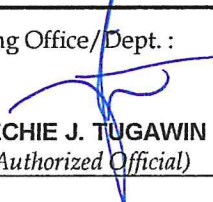
In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme :

  
TYRONE JOSHUA C. VILLANUEVA  
*(Signature over printed name of Supplier)*  
  
 Date

Very truly yours,

VICTOR MA. REGIS N. SOTTO  
*(Authorized Official)*  
 City Mayor

Requisitioning Office/ Dept. :   <b>RECHIE J. TUGAWIN</b> <i>(Authorized Official)</i>	Funds Available :  <b>JUVY A. CUENCO</b> <i>Chief Accountant</i>	Amount : _____  OBR No. : _____
---	---	---------------------------------------



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

*Agency Name*

Supplier : **CLOCKWERK STATIONERY TRADING**  
 Address : Blk 1 Lot 21 Durian St., Dividend Homes, Brgy. San Juan, Taytay, Rizal

P.O. No. : 22-08-1856  
 Date : August 16, 2022  
 Mode of Procurement: SMALL VALUE PROCUREMENT

Gentlemen:

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

Place of Delivery : Central Supply Office  
 Date of Delivery : \_\_\_\_\_

Delivery Term : 7 Calendar Days  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
15	PCS	92	ID Case, GENERIC transparent ID case 9.8 X 8.5cm Horizontal	25.00	2,300.00
16	PCS	110	Folder Short, SYSTEM white folder	5.00	550.00
17	REAMS	40	Bond Paper, HARD COPY Long-80GSM legal	300.00	12,000.00
18	REAMS	40	Bond Paper Short, HARD COPY 70gsm letter ***** Nothing Follows *****	280.00	11,200.00

for the used of local youth development office for the use of Local Youth Development Office

Control No. **3655**

**GRAND TOTAL :      Php 48,955.00**

**Total Amount in Words** Forty-eight Thousand Nine Hundred Fifty-five Pesos Only.

In case of the 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.

Conforme :

TYRONE JOSHUA C. VILLANUEVA

*(Signature over printed name of Supplier)*

08/16/22  
Date

Very truly yours,

VICTOR MA. REGIS N. SOTTO

*(Authorized Official)*

City Mayor

Requisitioning Office / Dept. :

RECHIE J. TUGAWIN  
*(Authorized Official)*

Funds Available :

JUVY A. GUENCO  
*Chief Accountant*

Amount : ₱ 48,955.-  
100-2022-08-

OBR No. : 0470-1061