



TROPOLITAN MANILA DEVELOPMENT AUTHORITY

Edsa Corner Orense Street Guadalupe, Makati City

PURCHASE ORDER

1194
3/19

Supplier: **MONMAX ENTERPRISES**
Address: **#31 Captain Musni St. Sta. Anan Kaliwa Pateros, Metro Manila**

P.O No.: **22-005**

Date: **JANUARY 05, 2022**

Mode of Procurement: **Public Bidding**

P.R. No.: **21-03-052**

TIN: _____
Gentlemen: _____

Please furnish this Office the following articles subject to the terms and conditions contained herein.

Place of Delivery: _____

Date of Delivery: _____

Delivery Term: **30 calendar days**

Payment Term: _____

| Item No. | Unit | Description | Quantity | Unit Cost | Amount |
|----------|------|------------------------------------|----------|-----------|------------|
| 1 | pcs | ACETATTE PLASTIC #3.50 MTRS./ ROLL | | | |
| 2 | pcs | BATTERY SIZE AA | 20 | 1,550.00 | 31,000.00 |
| 3 | pcs | BATTERY SIZE AAA | 100 | 119.00 | 11,900.00 |
| 4 | pcs | CLIP BACKFOLD , 50 mm | 100 | 119.00 | 11,900.00 |
| 5 | pcs | DATA FOLDER | 200 | 166.00 | 33,200.00 |
| 6 | pcs | DETERGENT POWDER, ALL PURPOSE 1kg | 264 | 189.00 | 49,896.00 |
| 7 | pcs | ENVELOPE DOC, BROWN, LEGAL | 100 | 209.00 | 20,900.00 |
| 8 | pcs | ENVELOPE DOC, BROWN A4, 500PC/PCK | 30 | 2,440.00 | 73,200.00 |
| 9 | pcs | FASTENER PAPER, METAL | 30 | 2,440.00 | 73,200.00 |
| 10 | pcs | FLASH DRIVE 16GB | 432 | 79.00 | 34,128.00 |
| 11 | pcs | FOLDER PRESSBOARD | 250 | 1,200.00 | 300,000.00 |
| 12 | pcs | FOLDER WITH TAB, A4 | 30 | 1,980.00 | 59,400.00 |
| 13 | pcs | FOLDER WITH TAB, LEGAL | 70 | 1,060.00 | 74,200.00 |
| 14 | pcs | INDEXTAB, SELF ADHESIVE | 100 | 1,380.00 | 138,000.00 |
| 15 | pcs | INK STAMP PAD, VIOLET | 200 | 79.00 | 15,800.00 |
| 16 | pcs | MARKER PERMANENT | 144 | 52.00 | 7,488.00 |
| 17 | pcs | MARKER FLOURESENT | 480 | 79.00 | 37,920.00 |
| 18 | pcs | MARKER, WHITE BOARD | 1200 | 49.00 | 58,800.00 |
| 19 | pcs | PAPER CLIP, 33 mm | 300 | 113.00 | 33,900.00 |
| 20 | pcs | PAPER CLIP, 50 mm | 300 | 32.00 | 9,600.00 |
| 21 | pcs | PENCIL W/ ERASER | 300 | 34.00 | 10,200.00 |
| 22 | pcs | POST IT NOTE, 3X3 | 1200 | 17.00 | 20,400.00 |
| 23 | pcs | POST IT NOTE, 3X4 | 600 | 109.00 | 65,400.00 |
| | | | 600 | 149.00 | 89,400.00 |

PAGE 1 OF 2

(Total Amount In Words)

In Case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for everyday of delay shall be imposed on the undelivered item/s.

Conforme:
MILTON R. GARCIA
Signature over Printed Name of Supplier

Very truly yours,

BENJAMIN C. ABALOS, JR.
CHAIRMAN

Date

Fund Cluster: _____

Fund Available: _____

ANTONETTE F. ONGTANGCO

ORS/BURS No.: _____

Date of the ORS/BURS: _____

Amount: _____



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|----------|------|-------------------------------|----------|-----------|------------|
| 24 | pcs | RAGS, COTTON-8 DIA. | 400 | 99.00 | 39,600.00 |
| 25 | pcs | RECORD BOOK, 300 PAGES | 400 | 147.00 | 58,800.00 |
| 26 | pcs | RECORD BOOK, 500 PAGES | 400 | 231.00 | 92,400.00 |
| 27 | pcs | SCISSORS 7" | 300 | 89.00 | 26,700.00 |
| 28 | pcs | ASSORTED SIGN PEN, BLACK | 600 | 49.00 | 29,400.00 |
| 29 | pcs | STAMP PAD FELT | 120 | 52.00 | 6,240.00 |
| 30 | pcs | STAPLE REMOVER | 576 | 34.00 | 19,584.00 |
| 31 | pcs | TAPE DISPENSER 1 | 100 | 229.00 | 22,900.00 |
| 32 | pcs | TAPE MASKING 1"X50M, 24MM | 600 | 118.00 | 70,800.00 |
| 33 | pcs | TAPE MASKING 2"X50M, 48MM | 600 | 238.00 | 142,800.00 |
| 34 | pcs | TAPE PACKAGING 2" | 360 | 44.00 | 15,840.00 |
| 35 | pcs | TAPE TRANSPARENT 1"X50M, 24MM | 600 | 49.00 | 29,400.00 |
| 36 | pcs | TAPE TRANSPARENT 2"X50M, 48MM | 600 | 76.00 | 45,600.00 |
| 37 | pcs | TISSUE PAPER, 2PLY | 1200 | 19.00 | 22,800.00 |

PURPOSE: Supply and Delivery of Various Office Supplies for Official Use of MMDA Offices for the 1st Quarter 2021

Supply & Property Division
RECEIVED
2/22/22
MMDA

MMDA OACMWS
RECEIVED
BY _____
DATE _____

PAGE 2 OF 2

[Faint circular stamp]

(Total Amount In Words) P 1,882,696.00

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

Conforme: *EMILYN R. GARCIA*
Signature over Printed Name of Supplier
5-27-2022
Date

Very truly yours,
[Signature]
ATTY. IN CHARGE
Officer-in-Charge - MMDA

Fund Cluster: _____
Fund Available: _____
[Signature]
ANTONETTE F. ONGTANGCO
Chief Accountant

ORS/BURS No.: _____
Date of the ORS/BURS: _____
Amount: _____