Republic of the Philippines
Municipality of Tiaong
Province of Quezon

PURCHASE ORDER

Supplier: **VITAL CARE GENERAL MERCHANDISE OPC**
Address: 115 Brgy. San Roque, Alaminos, Laguna
Telephone No:
TIN: 774-472-410-00000

P.O. No. : 2026-09-0302
Date : September 24, 2026
Mode of Procurement:
PUBLIC BIDDING

Gentlemen:

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

Place of Delivery: Municipality of Tiaong, Quezon
Date of Delivery: Within 15 days after receipt of NTP

Delivery Term: Fifteen (15) Calendar Days
Payment Term: After Inspection and Acceptance of Complete Delivery

UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
pcs	Arch File	16	143.00	2,288.00
pcs	Ballpen Black	527	6.00	3,162.00
pcs	Ballpen Blue	210	6.00	1,260.00
pcs	Black Ballpen 1423 with 0.5mm fine tip	75	14.00	1,050.00
pck	Battery AA 2pcs/pack	112	170.00	19,040.00
pcs	Battery AAA 2pcs/pack	112	190.00	21,280.00
box	Binder 3/4 inch	59	16.00	944.00
box	Binder clip 1 1/4 inch	27	32.00	864.00
box	Binder clip 1 5/8	17	53.00	901.00
box	Binder clip 1 inch	51	23.00	1,173.00
box	Binder clip 2 inch	61	77.00	4,697.00
pcs	Brown Envelope long	806	4.00	3,224.00
pcs	Brown Envelope short	274	3.00	822.00
pcs	Calculator 12 Digits	26	606.00	15,756.00
box	Carbonless Continuous Form Paper (1ply 9.5 inch x 11)	1	1,175.00	1,175.00
pcs	Certificate Frame A4	10	159.00	1,590.00
pcs	Certificate Holder Plastic A4	190	40.00	7,600.00
pcs	Certificate Holder Letter size	75	36.00	2,700.00
pcs	CD Rewrittable-verbatim	3	179.00	537.00
pcs	Clip board long	4	106.00	424.00
pcs	Clip Folder long	32	143.00	4,576.00
pcs	Clear Book Long with cover	5	40.00	200.00
pcs	Clear Folder Long with cover	4	143.00	572.00
pcs	Columnar Notebook 6 cols	13	37.00	481.00
pcs	Columnar Notebook 10cols	6	37.00	222.00
pcs	Columnar Notebook 12cols	5	37.00	185.00
ream	Copy Paper A4 Subs 20	231	188.00	43,428.00
ream	Copy Paper Legal 8 1/2 x 13 70gsm	476	210.00	99,960.00
ream	Copy paper Letter 8 1/2 x 11 70gsm	336	182.00	61,152.00
pcs	Correction tape	354	35.00	12,390.00
pcs	Cutter Heavy Duty	3	121.00	363.00
pcs	Cutter Blade	3	27.00	81.00
pcs	Data File Box (Cartoons)	106	120.00	12,720.00
pcs	Data File Box (hard) colored	10	635.00	6,350.00
pcs	Double sided tape 1 inch	32	53.00	1,696.00
pcs	Double sided tape 2 inches	14	93.00	1,302.00

pcs	Duct Tape 2 inches	1	112.00	112.00
pcs	Document Tray File organizer 4 Tier	2	625.00	1,250.00
pad	DTR	1	165.00	165.00
pcs	Envelop Plastic Expanding	13	32.00	416.00
pcs	Envelop Plastic Plain long	50	16.00	800.00
pcs	Expanding Envelop Portfolio long	228	16.00	3,648.00
pcs	Expanding Folder long	67	18.00	1,206.00
pcs	Expanding Plastic Envelop long w/ handle	55	80.00	4,400.00
pcs	File Box Horizontal Legal double (Magazine File)	5	240.00	1,200.00
pcs	Fingertip Moistener	10	80.00	800.00
pcs	Folder long white (thick)	1,076	6.00	6,456.00
pcs	Folder short white (thick)	260	5.00	1,300.00
pcs	Folder long brown thick	95	9.00	855.00
pcs	Folder short brown thick	40	8.00	320.00
pcs	Gel pen black 0.3 mm	17	27.00	459.00
pcs	Gel pen black	38	26.00	988.00
btl	Glue130g	5	60.00	300.00
btl	Glue big 240	9	135.00	1,215.00
pcs	Glue Gun 60W	5	250.00	1,250.00
pcs	Glue Stick 11mm	50	10.00	500.00
pcs	Highlighter orange, yellow green	32	35.00	1,120.00
pcs	KYOCERA ECOSYS M3145 DN TONER	1	11,360.00	11,360.00
pck	Index Card , 5x8 unruled, plain 100's	5	72.00	360.00
pack	Index Card, 5x8 ruled, 100's	5	75.00	375.00
pck	Laid Paper letter size	7	35.00	245.00
pc	Laminating Machine Heavy duty	1	5,290.00	5,290.00
pck	Laminating Sheet/Film 100's/pck long 250 micron	7	1,598.00	11,186.00
pck	Laminating Sheet/Film 100's/pck long 125 micron	5	800.00	4,000.00
pck	Loose Leaf Binder Cover A5, 6 Hole	4	130.00	520.00
pck	Loose Leaf Separator A5 6 hole	2	48.00	96.00
box	Mailing envelope long	45	462.00	20,790.00
pcs	Masking Tape 2 inch	11	85.00	935.00
pcs	Pencil	116	12.00	1,392.00
pc	Mechanical Pencil refill	1	28.00	28.00
pc	Notebook, with yarn, 80 leaves	25	25.00	625.00
pcs	Packaging tape 2 inch	16	48.00	768.00
box	Paper Clip Big	97	28.00	2,716.00
box	Paper clip small	62	14.00	868.00
pck	Paper Trimmer 12x15 inc wood	1	970.00	970.00
pcs	Permanent Marking Pen black fine	106	45.00	4,770.00
pcs	Permanent Marker pen black broad	36	45.00	1,620.00
pcs	Permanent Marker black Super Fine	3	60.00	180.00
pcs	Plastic Folder w/sheet (Clear book File Folder)	15	40.00	600.00
set	Polyester Sticker Set	1	7,900.00	7,900.00
pack	Photo Paper Gloosy A4 210gsm 20 sheet/pack	66	110.00	7,260.00
pack	Photo Paper Gloosy A4 210gsm 50 sheet/pack	2	170.00	340.00
pcs	Plastic Fastener	112	43.00	4,816.00
pcs	Plastic Fastener 8.5 inches	6	160.00	960.00
pcs	Puncher Heavy Duty	6	465.00	2,790.00
box	Push Pin	5	30.00	150.00
pcs	PVC Binder Black 25mm	3	42.00	126.00
pc	Record Book 200 pages	12	86.00	1,032.00
pc	Record Book 300 pages junior size	8	65.00	520.00
pc	Record Book 300 pages	26	115.00	2,990.00
pc	Record Book 500 pages	29	152.00	4,408.00

pcs	Record Notebook Soft Cover	5	60.00	300.00
box	Rubber Band Big	5	251.00	1,255.00
box	Rubber band de colores	2	198.00	396.00
pcs	Rubber Eraser	32	30.00	960.00
pcs	Ruler 12 inches PLASTIC	3	10.00	30.00
pcs	Scissors big, Stainless steel blade	28	85.00	2,380.00
pcs	Scotch Tape # 1 clear	93	22.00	2,046.00
pcs	Scotch Tape #2 clear	71	48.00	3,408.00
pcs	Scotch Tape # 3 clear	5	60.00	300.00
pcs	Sharpener heavy duty, desktop. Metal	2	470.00	940.00
pcs	Sign Pen Black G-Tec G-2(10) or its equivalent	84	75.00	6,300.00
pcs	Sign Pen Black (1.0)V10 Grip or its equivalent	33	77.00	2,541.00
pcs	Sign Pen Blue (1.0) V10 Grip or its equivalent	120	77.00	9,240.00
pcs	Sign Pen 0.7 blue	6	65.00	390.00
pcs	Sign Pen, Black	30	77.00	2,310.00
pcs	Sign Pen, Blue	2	77.00	154.00
pcs	Thermal Paper	4	120.00	480.00
pcs	Speciality paper fine short 200gsm10 pcs/pack	8	48.00	384.00
pcs	Stamp Pad Felt Pad	21	53.00	1,113.00
pcs	Stamp Pad Ink, Black	12	28.00	336.00
box	Staple wire #35	84	48.00	4,032.00
box	Staple wire #10	5	58.00	290.00
pcs	Stapler w/ remover heavy duty # 35	44	490.00	21,560.00
pcs	Stapler Small No. 10	3	40.00	120.00
pcs	Sticker Paper A4 glossy 50 sheet/pack	9	220.00	1,980.00
pck	Sticker Paper A4 Matt color	8	220.00	1,760.00
pck	Sticky note sign here arrow notes 100pcs/pack	42	51.00	2,142.00
pck	Sticky note pad 3x4	53	53.00	2,809.00
pcs	Starfile folder w/ slide long clear	15	32.00	480.00
pcs	Tape Dispenser	9	110.00	990.00
pcs	Table Top Pen w/ string	33	47.00	1,551.00
pck	Vellum Board A4 220gsm	209	45.00	9,405.00
pck	Vellum board legal 8 1/2 x 13 220gsm	85	47.00	3,995.00
pck	Vellum board letter 8 1/2 x 11 white	75	44.00	3,300.00
pcs	White Board Marker black	63	63.00	3,969.00
pad	Yellow Pad	14	73.00	1,022.00
btl	Brother ink BT-100 Black	6	593.00	3,558.00
btl	Brother ink BT-100 Cyan	5	593.00	2,965.00
btl	Brother ink BT-100 Magenta	5	593.00	2,965.00
btl	Brother ink BT-100 Yellow	5	593.00	2,965.00
btl	Canon Ink Refill G1-71 Black	19	580.00	11,020.00
btl	Canon Ink Refill G1-71 Cyan	15	500.00	7,500.00
btl	Canon Ink Refill G1 Magenta	15	500.00	7,500.00
btl	Canon Ink Refill G1 Yellow	15	500.00	7,500.00
btl	Computer Ink Pixma - Black	12	540.00	6,480.00
btl	Computer Ink Pixma - Magenta	4	480.00	1,920.00
btl	Computer Ink Pixma - Yellow	4	480.00	1,920.00
btl	Computer Ink Pixma - Cyan	4	480.00	1,920.00
btl	Epson 003 Black	72	405.00	29,160.00
btl	Epson 003 Cyan	46	420.00	19,320.00
btl	Epson 003 Magenta	41	420.00	17,220.00
btl	Epson 003 Yellow	41	420.00	17,220.00
btl	Epson 664 Black	45	405.00	18,225.00
btl	Epson 664 Cyan	20	420.00	8,400.00
btl	Epson 664 magenta	18	420.00	7,560.00
btl	Epson 664 Yellow	18	420.00	7,560.00

btl	Epson 673 Black	2	790.00	1,580.00
btl	Epson 673 Cyan	1	750.00	750.00
btl	Epson 673 Magenta	1	750.00	750.00
btl	Epson 673 Yellow	1	750.00	750.00
btl	Epson 673 Light Magenta	1	750.00	750.00
btl	Epson 673 Light Yellow	1	750.00	750.00
btl	Epson Ink Refill 001 Black	27	755.00	20,385.00
btl	Epson Ink Refill 001 Cyan	12	560.00	6,720.00
btl	Epson Ink Refill 001 Magenta	12	560.00	6,720.00
btl	Epson Ink Refill 001 Yellow	12	560.00	6,720.00
btl	Epson Ink 008 Black	6	1,250.00	7,500.00
btl	Epson Ink 008 Cyan	2	980.00	1,960.00
btl	Epson Ink 008 Magenta	3	980.00	2,940.00
btl	Epson Ink 008 Yellow	3	980.00	2,940.00
btl	Epson Pigment Ink Black 008	10	1,250.00	12,500.00
btl	Epson Pigment Ink Cyan 008	4	980.00	3,920.00
btl	Epson Pigment Ink Yellow 008	3	980.00	2,940.00
btl	Epson Pigment Ink Magenta 008	3	980.00	2,940.00
btl	HP GT 53 Ink Black	11	414.00	4,554.00
btl	HP GT 53 Ink Magenta	5	429.00	2,145.00
btl	HP GT 53 Ink Yellow	5	429.00	2,145.00
btl	HP GT 53 Ink Cyan	5	429.00	2,145.00
btl	Pigment Ink 500ml Black (cuyi)	1	690.00	690.00
btl	Pigment Ink 500ml Magenta (cuyi)	1	690.00	690.00
btl	Pigment Ink 500ml Cyan (cuyi)	1	690.00	690.00
btl	Pigment Ink 500ml Yellow (cuyi)	1	690.00	690.00
set	Waste Ink Pad L5290	1	150.00	150.00
pcs	Mouse	5	390.00	1,950.00
pcs	Mouse Pad	5	160.00	800.00
pcs	Computer Printer Ribbon LX310	4	200.00	800.00
pcs	Flash Drive, 64gb	10	780.00	7,800.00
pcs	Flash Drive, 128gb	15	1,200.00	18,000.00
btl	MFC Brother Ink 3619XL Black	1	2,560.00	2,560.00
btl	MFC Brother Ink 3619XL Cyan	4	2,100.00	8,400.00
btl	MFC Brother Ink 3619XL Magenta	4	2,100.00	8,400.00
btl	MFC Brother Ink 3619XL Yellow	4	2,100.00	8,400.00
	*** *nothing follows***			
	TOTAL			**899,981.00**

TOTAL AMOUNT IN WORDS

Eight Hundred Ninety-Nine Thousand Nine Hundred Eighty One Pesos

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.

Very truly yours,

VINCENT ARTAY M. MEA
Municipal Mayor

Conforme:

GLENN LIM
Signature over printed name of Supplier

9.24.26
Date

Funds Available	OS NO.
CECILIA T. BAUTISTA *Municipal Treasurer*	AMOUNT ₱ **899,981.00**