

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <u>CKC OFFICE SUPPLIES &amp; EQUIPMENT TRADING</u>	P.O. No.: <u>0234</u>
Address: <u>CALAPAN CITY</u>	Date: <u>02-13-23</u>
TIN: <u>327-998-792-000</u>	Mode of Procurement: <u>SMALL VALUE</u>
	PR No./s: <u>34</u>

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

Place of Delivery: <u>CGC</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 7 days upon delivery of receipt</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	units	Wate dispenser	2	8,400.00	16,800.00
2	units	Coffee Maker	2	9,100.00	18,200.00
3	units	Water dispenser bottle	10	340.00	3,400.00
4	units	Printer epon	2	8,450.00	16,900.00
5	pcs	Food tray	2	270.00	540.00
6	pcs	Canister	2	230.00	460.00
7	reams	Coupon bond short	10	287.00	2,870.00
8	reams	Coupon bond long	10	300.00	3,000.00
9	cls	Brewed coffee	5	390.00	1,950.00
10	cls	Brown sugar	15	97.00	1,455.00
11	pc	HDMI	1	2,750.00	2,750.00
12	bxs	Paper cups x 100	2	1,180.00	1,180.00
13	pcs	Stirrer stick	1000	0.95	950.00
14	pcs	Stapler w/ remover	4	247.00	988.00
15	pcs	9 volts battery	2	140.00	280.00
16	blts	Ink refill (liters) BYCM	4	770.00	3,080.00
					<b>74,803.00</b>

**(Total Amount in Words) Seventy Four Thousand Eighty Hundred Three Pesos Only**

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:

Very truly yours,

CKC OFFICE SUPPLIES & EQUIPMENT TRADING

Signature over Printed Name of Supplier

02-13-23

Date

**MARILOU F. MORILLO**

City Mayor

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

Approved per Sanggunian Resolution No.: \_\_\_\_\_

Certified Correct:

Secretary to the Sanggunian

Date