

PURCHASE ORDER
CITY OF CALAPAN

Supplier: <u>ESEC OFFICE SUPPLIES AND EQUIPMENT TRADING</u> Address: <u>CALAPAN CITY</u> TIN: <u>272-650-786-000</u>	P.O. No.: <u>0097</u> Date: <u>03-02-23</u> Mode of Procurement: <u>small value</u> PR No./s: <u>0166</u>
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:


Place of Delivery: <u>BAC Office, Executive Bldg. New City Hall, Guinobatan</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within thirty(30) days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	units	LAPTOP - Ryzen 7 - 16GB RAM - 512 GB SSD - Windows 10 or higher	2	49,800.00	99,600.00
TOTAL					99,600.00


(Total Amount in Words) Ninety - nine thousand six hundred 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 on the undelivered item/s.

Conforme:


ESEC OFFICE SUPPLIES & EQUIPMENT TRADING
 Signature over Printed Name of Supplier
03-02-23
 Date

Very truly yours,


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