PURCHASE ORDER

CITY OF CALAPAN

Supplier: JENJORCA OFC SUPPLIES & EQUIPT TRADING
Address: Calapan City
TIN: 708-052-450-000

P.O. No 0203
Date: 02-23-23
Mode of Procureme SMALL VALUE
PR No./ 1947

Gentlemen:

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

Place of Delivery: DILG Bldg. Calapan
Date of Delivery: within thirty days (30) days upon Receipt

Delivery Term FOB Destination
Payment Ter N/60

Stock/ Property No.	Unit	Descriprtion	Quantity	Unit Cost	Amount
1	unit	Sheet-fed Scanner, 600x600 Duplex Scanning	1	24,500.00	24,500.00
2	Reams	Bookpaper, sub20, 70g/m2, short	2	246.00	492.00
3	Reams	Bookpaper, A4	10	258.00	2,580.00
4	Packs	Vellum Board Elit 220, blue/green/pink, short	50	48.00	2,400.00
5	Packs	Vellum Board Elit 180, white, long	50	68.00	3,400.00
6	Pcs	Folder, pressboard, green, long	30	21.00	630.00
7	Pcs	Paper Cutter "15 x "18	2	797.50	1,595.00
8	Pcs	Record Book 150pages, blue	3	68.50	205.50
9	Pcs	Glue	3	68.50	205.50
10	Pcs	Ruler 12' Stainless	3	126.50	379.50
11	Boxes	Staple Wire # 35	3	57.00	171.00
12	Rolls	Tape, scotch, 1" (Crocodile)	5	38.00	190.00
13	Box	Sign Pen, 0.5, red (MYGEL)	1	364.00	364.00
14	Box	Sign pen, 0.3, blue 12 (FINETECH)	1	776.00	776.00
15	Box	Sign pen, 0.3, black 12 (FINETECH)	1	776.00	776.00
16	Pcs	Scissors, hd	3	87.00	261.00
17	Btls	Ink refill for Epson 003, Black	2	368.00	736.00
18	Btls	Ink refill for Epson 003, Cyan	2	368.00	736.00
19	Btls	Ink refill for Epson 003, Magenta	2	368.00	736.00
20	Btls	Ink refill for Epson 003, Yellow	2	368.00	736.00
21	Pcs	Magazine rack (blue)	12	197.50	2,370.00
22	Rolls	Tissue paper, 2-ply, individually wrapped	50	24.00	1,200.00
23	Btls	Disinfectant concentrate, 150ml, pine scent	2	298.00	596.00
24	Btls	Toilet bowl cleaner	2	398.00	796.00
25	Pcs	Toilet brush	1	97.00	97.00
26	Btls	Handwash liquid soap	2	168.00	336.00
27	Btls	Dishwashing liquid 750ml	2	93.00	186.00
28	Pcs	Feather duster	1	78.00	78.00
29	Pcs	Doormat, cloth	6	63.00	378.00
30	Packs	Garbage bag,biodegradable, 10's, large	3	123.50	370.50
31	Packs	Garbage bag,biodegradable, 10's, meduim	3	98.50	295.50
32	Packs	Garbage bag,biodegradable, 10's, small	3	98.50	295.50
33	Pcs	Toilet deodorizer, refill, white	3	78.50	235.50
34	Pcs	Hand Towel	3	38.50	115.50
35	Btls	Glass Cleaner	2	168.50	337.00
36	Btls	Oil for diffuser, Aroma scent	1	1,121.00	1,121.00
35	Gal	Alcohol, 70%	2	680.00	1,360.00
(Total Amount in Words) FIFTY THREE THOUSAND AND 3/100 PESOS ONLY					**52,037.00**

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:

JENJORCA OFC SUPPLIES & EQUIPT TRADING
Signature over Printed Name of Supplier

02-23-23
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

PO 2021 v. 0