

**PURCHASE ORDER**  
**CITY OF CALAPAN**

Supplier: SAPPHIRE GENERAL MERCHANDISING  
Address: San Vicente South, Calapan City

TIN: 138-213-994-00000

P.O. No.: 0307  
Date: 04 20 - 23  
Mode of Procurement: Small Value  
PR No./s: 407

Gentlemen:

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

Place of Delivery: CTCAO

Date of Delivery: within seven (7) days upon receipt of P.O

Delivery Term: FOB Destination

Payment Term: N/60

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Souvenir Items (Tourism Promotion)</b>			
1	pcs	Eco-ballpen with engraved names/print	200	45.00	9,000.00
2	pcs	Canvas Tote Bag medium size with print	150	120.00	18,000.00
3	pcs	Eco-notebok with logo of Lungsod ng Calapan	100	145.00	14,500.00
4	pcs	Bamboo tumbler 350ml with engraved print of Taumbayan and Masusunod	100	375.00	37,500.00
5	pcs	Bamboo tumbler 450ml with engraved print of Taumbayan and Masusunod	50	420.00	21,000.00

(Total Amount in Words) **One Hundred Thousand Pesos Only.**

**100,000.00**

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.