

PURCHASE ORDER

CITY OF CALAPAN

Supplier: CKC OFFICE SUPPLIES & EQUIPMEN Address: CALAPAN CITY TIN: <u>327-998-792-000</u>	P.O. No.: _____ Date: <u>02-22-23</u> Mode of Procurement: <u>Small value</u> PR No./s: <u>0104</u>
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: CITY COLLEGE	Delivery Term: FOB Destination
Date of Delivery: <u>within 7days upon receipt of P.O.</u>	Payment Term: N/60

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		City College of Calapan GREEN City Program CUM-Mobile Access to Learning Opportunities for the yoUth (MALOU)			-
1	pcs	Manual Water Dispenser	70	290.00	20,300.00
2	pcs	Tumbler	1440	48.00	69,120.00
		Little Green City Ambassador & Ambassdress			-
3	pcs	Certificate frames (short)	50	155.00	7,750.00
4	reams	Bond Paper (long)	1	335.00	335.00
5	reams	Vellum Board (short)	1	560.00	560.00
6	set	Ink (664)	1	1,640.00	1,640.00
7	ream	White envelope	1	570.00	570.00
8	pcs	Long folder	20	21.00	420.00
9	box	Pencil	1	178.00	178.00
10	pcs	Balloon	12	14.50	174.00
11	pcs	Token (Suman sa Lihya with Coco Jam)	21	458.00	9,618.00
		ECOMmercial			-
12	ream	Bond paper (long)	1	335.00	335.00
13	set	Ink (003)	1	1,640.00	1,640.00
14	pcs	Flash Drive (64GB)	1	1,150.00	1,150.00
15	packs	Vellum Board (long)	4	67.00	268.00
16	packs	Vellum Board (short)	6	57.00	342.00
17	pcs	White Folder	10	22.00	220.00
18	box	Pencil	1	178.00	178.00
19	pcs	Token (Suman sa Lihya with Coco Jam, and Mug)	3	980.00	2,940.00
					117,738.00

(Total Amount in Words) One hundred seventeen thousand seven hundred thirty eight 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: _____ Very truly yours,

MARILOU F. MORILLO
 City Mayor

CKC OFFICE SUPPLIES & EQUIPMENT TRADING
 Signature over Printed Name of Supplier
02.22.23
 Date

(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 _____