

80/P.O

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>Mentors General Merchandise</u> Address: _____ TIN: 304-587-416-000	P.O. No.: _____ Date: _____ Mode of Procurement: <u>SMALL VALUE</u> PR No./s: _____
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>City Environment & Natural Resources Department</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within Seven (7) days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	units	Laptop 15.6" FHD 512GB SSD AMD Vega Graphics 6 Cores 16GB RAM Windows 11 MS Office Home and Student	2	42,218.50	84,437.00
TOTAL					84,437.00

(Total Amount in Words) Eighty Four Thousand Four Hundred Thirty Seven Pesos & 00/100 84,437.00


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: _____

Very truly yours,

Mentors General Merchandise
Signature over Printed Name of Supplier

Date



MARILOU F. MORILLA
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.: