

PURCHASE ORDER

CITY OF CALAPAN

| | |
|---|---|
| Supplier: <u>NEW ISLAND ENTERPRISES</u> | P.O. No.: _____ |
| Address: <u>CALAPAN CITY</u> | Date: _____ |
| TIN: <u>194-599-780-002</u> | Mode of Procurement: <u>SMALL VALUE</u> |
| | PR No./s: <u>2201</u> |

Gentlemen:

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

| | |
|---|---------------------------------------|
| Place of Delivery: <u>CITY GOVERNMENT OF CALAPAN</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 |
|------------------------|---------|--|----------|-----------|------------------|
| | rolls | Calculator Adding Machine Slip, 2 1/4" | 20 | 39.50 | 790.00 |
| | pcs | Calculator, <i>tilt display, 12digits</i> | 8 | 1,198.00 | 9,584.00 |
| | bxs | Carbon paper, <i>long, blue (Club int'l)</i> | 2 | 945.00 | 1,890.00 |
| | pcs | Certificate holder, <i>short, plastic (Adventurer)</i> | 3 | 59.00 | 177.00 |
| | pcs | Clearbook | 2 | 119.00 | 238.00 |
| | pcs | Clipboard, <i>long</i> | 4 | 149.50 | 598.00 |
| | unit | Coffee maker, <i>2L</i> | 1 | 1,495.00 | 1,495.00 |
| | box | Coffee, <i>black, 50g, pouch</i> | 1 | 2,458.00 | 2,458.00 |
| | pcs | Combo binder cover, <i>long</i> | 8 | 13.90 | 111.20 |
| | pcs | Combo ring, <i>1/2"</i> | 10 | 24.90 | 249.00 |
| | pc | Combo ring, <i>1"</i> | 1 | 49.90 | 49.90 |
| | pcs | Combo ring, <i>1 1/2"</i> | 5 | 64.50 | 322.50 |
| | pc | Corkboard, <i>2x3</i> | 1 | 999.00 | 999.00 |
| | pc | Corkboard, <i>2x4</i> | 1 | 1,499.00 | 1,499.00 |
| | pcs | Correction pen, <i>metal tip</i> | 14 | 59.50 | 833.00 |
| | pcs | Correction tape, <i>big</i> | 124 | 54.50 | 6,758.00 |
| | pouches | Creamer, <i>250g</i> | 10 | 139.90 | 1,399.00 |
| | packs | Cutter blade, <i>10's</i> | 2 | 39.80 | 79.60 |
| | pcs | Cutter, <i>heavy duty</i> | 4 | 349.00 | 1,396.00 |
| | pc | Dater stamp, <i>"Paid"</i> | 1 | 119.60 | 119.60 |
| | pcs | Desktop ballpen, <i>black</i> | 4 | 54.50 | 218.00 |
| | pcs | Envelope, <i>brown, long</i> | 228 | 5.80 | 1,322.40 |
| | pcs | Envelope, <i>brown, short</i> | 182 | 4.80 | 873.60 |
| | pcs | Envelope, <i>expanding w/ garter, blue, long (PX)</i> | 30 | 24.80 | 744.00 |
| | pcs | Envelope, <i>expanding w/ garter, red, long (PX)</i> | 19 | 24.80 | 471.20 |
| | | Sub-total 2 | | | 34,675.00 |


(Total Amount in Words)

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,

NEW ISLAND ENTERPRISES
Signature over Printed Name of Supplier


MARILO F. MORILLO
City Mayor

Date

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.: _____