

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
	pcs	Envelope, <i>expanding w/ garter, violet long (PX)</i>	10	24.80	248.00
	box	Envelope, <i>mailing, white, short (Classic)</i>	1	399.00	399.00
	box	Envelope, <i>mailing, white, long (Classic)</i>	1	449.00	449.00
	pcs	Eraser, <i>white (Staedler)</i>	8	44.50	356.00
	bxs	Fastener, <i>plastic coated, regular</i>	24	49.50	1,188.00
	bxs	Fastener, <i>plastic coated, 8 1/2" (Joy)</i>	4	179.00	716.00
	pcs	Folder holder, <i>carton, blue/red</i>	9	158.00	1,422.00
	pcs	Folder, <i>ivory, 14pts., long (Fortune)</i>	537	7.80	4,188.60
	pcs	Folder, <i>ivory, 14pts., short (Fortune)</i>	365	6.40	2,336.00
	pcs	Folder, <i>pressboard, blue, long (PX)</i>	125	24.80	3,100.00
	pcs	Folder, <i>pressboard, green, long (PX)</i>	85	24.80	2,108.00
	pcs	Folder, <i>pressboard, violet, long (PX)</i>	75	24.80	1,860.00
	pcs	Folder, <i>pressboard, yellow, long (PX)</i>	60	24.80	1,488.00
	pcs	Folder, <i>sliding, paper, blue, thick</i>	5	29.80	149.00
	pc	Folding table, <i>black</i>	1	4,995.00	4,995.00
	btls	Glue, <i>130g (Elmer's)</i>	15	69.50	1,042.50
	pcs	Highlighter, <i>assorted color (Stabilo)</i>	53	44.50	2,358.50
	packs	Index Card, <i>1/2</i>	25	54.00	1,350.00
	pcs	Laminating film, <i>long</i>	50	19.50	975.00
	rms	Linen paper, <i>textured laid, ivory, 90gsm, long</i>	2	2,495.00	4,990.00
	rms	Linen paper, <i>textured laid, ivory, 90gsm, short</i>	2	2,295.00	4,590.00
	pcs	Moistener Flat (<i>for counting money</i>)	4	44.50	178.00
	pc	Monoblock chair, <i>bench type, 3 seater, white</i>	1	4,995.00	4,995.00
	pc	Office chair	1	4,495.00	4,495.00
	bxs	Paper clip, <i>plastic coated, big</i>	28	34.80	974.40
Sub-total 3					50,951.00

(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

_____ Date


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.: _____