

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>JENJORCA OFFICE SUPPLIES & EQUIPMENT TRADING</u>	P.O. No.: _____
Address: <u>Calapan City</u>	Date: _____
TIN: <u>708-052-450-000</u>	Mode of Procurement: <u>small value</u>
	PR No./s: <u>1958</u>

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

Place of Delivery: <u>Sangguniang Panlungsod</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 7 days upon receipt of PO</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Lot 1 - Computer Peripherals					
1	unit(s)	drum unit, dr 2355	1	4,720.00	4,720.00
2	pc(s)	ink for printer, BTD60, black	5	700.00	3,500.00
3	pc(s)	ink for printer, GT51, black	1	700.00	700.00
4	pc(s)	ink for printer, GT52, cyan	1	700.00	700.00
5	pc(s)	ink for printer, GT52, magenta	1	700.00	700.00
6	pc(s)	ink for printer, GT52, yellow	1	700.00	700.00
7	pc(s)	ink for printer, HP680, black	10	700.00	7,000.00
8	pc(s)	ink for printer, HP680, colored	10	700.00	7,000.00
9	pc(s)	ink refill for printer, 003 black	3	378.00	1,134.00
10	pc(s)	ink refill for printer, 003 cyan	1	378.00	378.00
11	pc(s)	ink refill for printer, 003 magenta	1	378.00	378.00
12	pc(s)	ink refill for printer, 003 yellow	1	378.00	378.00
13	pc(s)	ink refill for printer, 008 black	1	1,502.00	1,502.00
14	pc(s)	ink refill for printer, 008 cyan	1	1,002.00	1,002.00
15	pc(s)	ink refill for printer, 008 magenta	1	1,002.00	1,002.00
16	pc(s)	ink refill for printer, 008 yellow	1	1,002.00	1,002.00
17	pc(s)	ink refill for printer, T664 black	5	420.00	2,100.00
18	pc(s)	ink refill for printer, T664 magenta	3	420.00	1,260.00
19	unit(s)	toner for copier machine, MP2501S	1	3,002.00	3,002.00
<i>total page 1</i>					

(Total Amount in Words) **38,158.00**

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,

JENJORCA OFFICE SUPPLIES & EQUIPMENT TRADING
Signature over Printed Name of Supplier

ROMMEL A. IGNACIO
City Vice 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.: _____

Certified Correct: