

PURCHASE ORDER

CITY OF CALAPAN

| | |
|--------------------------------------|---|
| Supplier: <u>LUCKY TYNES TRADING</u> | P.O. No.: _____ |
| Address: _____ | Date: _____ |
| TIN: <u>264-614-033-000</u> | Mode of Procurement: <u>small value</u> |
| | PR No./s: <u>1859</u> |

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

| | |
|---|---------------------------------------|
| Place of Delivery: <u>CGC</u> | Delivery Term: <u>FOB Destination</u> |
| Date of Delivery: <u>within 7 days upon delivery of receipt</u> | Payment Term: <u>N/60</u> |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|---------|-------------------------------------|----------|-----------|------------------|
| 1 | reams | Bookpaper, sub20, 70g, m2, long | 15 | 319.97 | 4,799.55 |
| 2 | reams | Bookpaper, sub20, 70g, m2, short | 15 | 279.97 | 4,199.55 |
| 3 | reams | Notepad w/ letter head | 6 | 1,499.97 | 8,999.82 |
| 4 | pcs | Calculator, 12 digits DM | 2 | 1,249.97 | 2,499.94 |
| 5 | pcs | Certified True Photo Copy stamp | 1 | 899.97 | 899.97 |
| 6 | pcs | Expanding file folder long | 5 | 319.97 | 1,599.85 |
| 7 | pcs | Mouse pad | 2 | 299.97 | 599.94 |
| 8 | pc | Computer keyboard | 2 | 749.97 | 1,499.94 |
| 9 | reams | Special paper, w/ letterhead, short | 1 | 2,999.97 | 2,999.97 |
| 10 | reams | Special paper, w/ letterhead, long | 1 | 3,499.97 | 3,499.97 |
| 11 | reams | Colored paper, assorted colors | 4 | 449.97 | 1,799.88 |
| 12 | box | Carbon paper, Blue | 1 | 994.97 | 994.97 |
| 13 | pcs | Correction tape | 30 | 47.97 | 1,439.10 |
| 14 | pcs | Envelope brown, long | 30 | 5.97 | 179.10 |
| 15 | pcs | Envelope brown, short | 30 | 4.97 | 149.10 |
| 16 | bxs | Folder, long, 100s | 2 | 619.97 | 1,239.94 |
| 17 | bxs | Folder, short, 100s | 1 | 499.97 | 499.97 |
| 18 | pcs | Flash drive 32gb | 10 | 449.97 | 4,499.70 |
| 19 | bottles | Ink for brother DCP-T710W | 15 | 449.97 | 6,749.55 |
| 20 | bottles | Ink for Epson L3210 | 6 | 1,499.97 | 8,999.82 |
| 21 | bottles | Ink for Brother DCP-T720DW | 15 | 449.97 | 6,749.55 |
| 22 | bottles | Ink for Epson L121 | 15 | 449.97 | 6,749.55 |
| 23 | bottles | Ink for Epson L3110 | 15 | 449.97 | 6,749.55 |
| 24 | pc | Whiteboard 100cmx 150cm | 1 | 3,499.97 | 3,499.97 |
| 25 | bxs | Sign pen, 1.0 black | 2 | 1,249.97 | 2,499.94 |
| | | | | | 84,398.19 |

(Total Amount in Words) Eighty four thousand three hundred ninety eight pesos and nineteen centavos only.

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.

Very truly yours,


LUCKY TYNES TRADING
 Signature over Printed Name of Supplier


MARILOU 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.: _____

Certified Correct:

Secretary to the Sanggunian

Date