

# PURCHASE ORDER

## CITY OF CALAPAN

B7

Supplier: <b>MARC JILL GENERAL MERCHANDISE</b>	P.O. No.: <u>1150</u>
Address: <b>CALAPAN CITY</b>	Date: <u>07.28.23</u>
TIN: <b>134-914-104</b>	Mode of Procurement: <b>SMALL VALUE</b>
	PR No./s: <b>1315</b>

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

Place of Delivery: <b>CITY GOVERNMENT OF CALAPAN</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>within thirty (30) days upon receipt of P.O.</b>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	packs	Arrow index self adhesive writable	10	104.00	1,040.00
	tubes	Ballpen, 50's, retractable, black	16	328.50	5,256.00
	tubes	Ballpen, 50's, retractable, blue	5	328.50	1,642.50
	tubes	Ballpen, 50's, retractable, red	2	328.50	657.00
	box	Ballpen, ballpoint, black, 12's	1	74.25	74.25
	bxs	Ballpen, 0.5, ballpoint, black, 12's	3	74.25	222.75
	box	Ballpen, 0.5, ballpoint, blue, 12's	1	74.25	74.25
	box	Ballpen, 0.5, ballpoint, red, 12's	1	74.25	74.25
	bxs	Ballpen, ballpoint, super fine, black	2	247.50	495.00
	bxs	Ballpen, ballpoint, fine, black, 12's	10	247.50	2,475.00
	bxs	Ballpen, ballpoint, fine, blue, 12's	3	247.50	742.50
	box	Ballpen, retractable, fine, black, 12's	1	945.00	945.00
	box	Ballpen, retractable, fine, blue, 12's	1	945.00	945.00
	pcs	Ballpen holder	5	153.00	765.00
	bxs	Binder clip, 3/4"	14	44.80	627.20
	bxs	Binder clip, 1"	18	49.50	891.00
	bxs	Binder clip, 1 1/4"	5	49.50	247.50
	bxs	Binder clip, 1 5/8"	7	74.25	519.75
	bxs	Binder clip, 2"	9	89.50	805.50
	pcs	Binder folder, long	5	337.00	1,685.00
	rms	Book paper, sub20, 70g/m2, A3	4	655.00	2,620.00
	rms	Book paper, sub20, 70g/m2, A4	25	258.50	6,462.50
	rms	Book paper, sub20, 70g/m2, long	485	278.50	135,072.50
	rms	Book paper, sub20, 70g/m2, short	298	248.50	74,053.00
	packs	Brown Paper Bag, 11x16, 100's	5	109.00	545.00
<b>Sub-total 1</b>					<b>238,937.45</b>

**(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,

**MARC JILL GENERAL MERCHANDISE**

**MARLU F. MORILLO**

Signature over Printed Name of Supplier

City Mayor

07.28.23

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