

PURCHASE ORDER

CITY OF CALAPAN

Supplier: JENJORCA OFFICE SUPPLIES & EQUIPMENT TRADING Address: <u>Calapan City</u> TIN: <u>708-052-450-000</u>	P.O. No.: _____ Date: _____ Mode of Procurement: <u>small value</u> PR No./s: <u>1958</u>
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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 2 - Office Supplies					
1	box(es)	ballpen ballpoint, 50's black	3	272.00	816.00
2	box(es)	ballpen ballpoint, 50's blue	3	272.00	816.00
3	ream(s)	book paper, A3, 80gsm	1	451.00	451.00
4	ream(s)	book paper, long, 70gsm	70	302.00	21,140.00
5	ream(s)	book paper, short, 70gsm	30	252.00	7,560.00
6	pc(s)	certificate flame, a4 black	50	152.00	7,600.00
7	pack(s)	coffee 3 in 1, twinpack	5	238.00	1,190.00
8	pc(s)	correction tape, 5mm	10	58.00	580.00
9	pc(s)	expanded envelope, w/ garter short, blue,violet, pink	30	25.00	750.00
10	pc(s)	file tray, 2 layers, metal	1	552.00	552.00
11	pc(s)	file tray, 3 layers, metal	1	652.00	652.00
12	pack(s)	folder long, 14pts ivory 100's	1	750.00	750.00
13	pack(s)	folder short, 14pts ivory 100's	1	570.00	570.00
14	pc(s)	glue, 130g	5	72.00	360.00
15	unit(s)	gun tacker	1	602.00	602.00
16	box(es)	gun tacker, staple wire	1	152.00	152.00
17	pc(s)	highlighter pen, assorted color	10	48.00	480.00
18	pc(s)	monobloc chairs	100	696.00	69,600.00
19	pack(s)	paper cups, 8oz	10	52.00	520.00
20	pack(s)	paper plate	10	52.00	520.00
21	box(es)	pencil, no.2	5	88.00	440.00
22	box(es)	permanent marker, black	1	603.00	603.00
23	box(es)	permanent marker, blue	1	603.00	603.00
24	pack(s)	photo paper A4, 20's glossy	10	172.00	1,720.00
25	pack(s)	plastic glooves	5	32.00	160.00
26	pad(s)	post-it notepad, 3x3	5	52.00	260.00
27	pad(s)	post-it notepad, 3x5	5	73.00	365.00
28	pc(s)	pressboard folder, short, blue, violet, pink, brown, green	20	23.00	460.00
29	pc(s)	record book, 150p	5	92.00	460.00
30	pc(s)	record book, 300p	10	143.00	1,430.00
<i>total page 2</i>					
(Total Amount in Words)					122,162.00

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: _____

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

Date _____

Very truly yours,

ROMMEL A. IGNACIO
City Vice Mayor

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