PURCHASE ORDER
CITY OF CALAPAN

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

Gentlemen:

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

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

Stock/ Property No.	Unit	Descriprtion	Quantity	Unit Cost	Amount
		Lot 2 - Office Supplies			
31	pc(s)	record book, 500p	10	162.00	1,620.00
32	box(es)	rubber bond, miki size big	1	352.00	352.00
33	box(es)	rubber bond, regular size	1	292.00	292.00
34	pc(s)	ruler, stainless 12"	2	143.00	286.00
35	pc(s)	scissor, stainless	2	233.00	466.00
36	box(es)	signpen gel ink 0.5, black	5	368.00	1,840.00
37	box(es)	signpen gel ink 0.5, blue	5	368.00	1,840.00
38	pc(s)	stapler w/ built in remover	5	422.00	2,110.00
39	pack(s)	sticker paper A4 10s, glossy white	15	58.00	870.00
40	pack(s)	sticky note, "sign here", arrow	15	53.00	795.00
41	pack(s)	sticky note, 1x3cm	5	53.00	265.00
42	box(es)	whiteboard pen, black	1	782.00	782.00
43	pack(s)	wooden spoon, disposable, 100's	1	302.00	302.00
44	pack(s)	wooden fork, disposable, 100's	1	302.00	302.00
45	pad(s)	yellow paper	2	82.00	164.00
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		total page 3			
(Total Amount in Words)					**12,286.00**

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.)

Approved per Sangguniang Resolution No.: