

# PURCHASE ORDER

## CITY OF CALAPAN

|  |   |
|--|---|
| Supplier: <u>MARC JILL GENERAL MERCHANDISE</u> | P.O. No.: <u>1150</u>                   |
| Address: <u>CALAPAN CITY</u>                   | Date: <u>07.28.20</u>                   |
| TIN: <u>134-914-104</u>                        | Mode of Procurement: <u>SMALL VALUE</u> |
|  | PR No./s: <u>1315</u>                   |

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

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

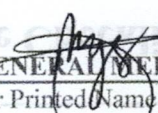
| Stock/<br>Property No. | Unit  | Description                                 | Quantity | Unit Cost | Amount           |
|------------------------|-------|---|----------|-----------|------------------|
| 1                      | pcs   | Envelope, expanding w/ garter, violet, long | 10       | 22.90     | 229.00           |
|                        | bxs   | Envelope, mailing, white, long              | 2        | 455.00    | 910.00           |
|                        | pcs   | Eraser, white                               | 7        | 49.50     | 346.50           |
|                        | bxs   | Fastener, plastic coated, regular           | 46       | 54.50     | 2,507.00         |
|                        | bxs   | Fastener, plastic coated, 8"                | 2        | 184.00    | 368.00           |
|                        | pcs   | Field Book                                  | 15       | 104.00    | 1,560.00         |
|                        | unit  | Filing cabinet, steel, 4 layer              | 1        | 14,750.00 | 14,750.00        |
|                        | pcs   | Folder, ivory, 14pts., long                 | 568      | 7.95      | 4,515.60         |
|                        | pcs   | Folder, ivory, 14pts., short                | 321      | 7.45      | 2,391.45         |
|                        | pcs   | Folder, pressboard, blue, long              | 109      | 21.90     | 2,387.10         |
|                        | pcs   | Folder, pressboard, green, long             | 110      | 21.90     | 2,409.00         |
|                        | pcs   | Folder, pressboard, red, long               | 5        | 21.90     | 109.50           |
|                        | pcs   | Folder, pressboard, violet, long            | 46       | 21.90     | 1,007.40         |
|                        | pcs   | Folder, pressboard, yellow, long            | 5        | 21.90     | 109.50           |
|                        | pcs   | Folder, sliding, paper, blue, thick         | 5        | 14.85     | 74.25            |
|                        | pcs   | Folder holder, carton, blue&red             | 22       | 164.00    | 3,608.00         |
|                        | btls  | Glue, 130g                                  | 20       | 69.50     | 1,390.00         |
|                        | kg    | Glue, padding                               | 1        | 293.00    | 293.00           |
|                        | tubes | Glue, stick, 22grms, all purpose            | 5        | 94.00     | 470.00           |
|                        | pcs   | Highlighter, assorted colors                | 23       | 39.80     | 915.40           |
|                        | packs | Index Card, 1/2                             | 15       | 69.50     | 1,042.50         |
|                        | pc    | Ink refill for Parker pen, black            | 1        | 348.00    | 348.00           |
|                        | rolls | Japan Cord                                  | 5        | 69.50     | 347.50           |
|                        | pcs   | Laminating film, long                       | 60       | 21.80     | 1,308.00         |
|                        | pcs   | Loose leaf                                  | 100      | 39.75     | 3,975.00         |
| <b>Sub-total 3</b>     |       |   |          |           | <b>47,371.70</b> |

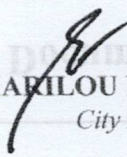
**(Total Amount in Words)**

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**  
 Signature over Printed Name of Supplier  
07.28.20  
 Date

  
**MARILOU F. MORILLO**  
 City Mayor

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

Approved per Sanggunian Resolution No.: \_\_\_\_\_