

PURCHASE ORDER

CITY OF CALAPAN

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

Gentlemen:

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

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

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Moistener flat (for counting money)	5	64.50	322.50
	pcs	Office Chair	3	3,480.00	10,440.00
	packs	Paper clamp, big	5	34.75	173.75
	packs	Paper clamp, small	5	24.50	122.50
	bxs	Paper clip, plastic coated, big	54	39.75	2,146.50
	bxs	Paper clip, plastic coated, small	41	34.75	1,424.75
	pc	Parker rolerball refil, M, 0.7, blue	1	348.00	348.00
	pc	Paste, 200g	1	54.50	54.50
	bxs	Pencil, No.2	20	79.50	1,590.00
	pc	Pencil sharpener	1	475.00	475.00
	pcs	Permanent marker, broad, black	13	49.50	643.50
	pcs	Permanent marker, fine, black	113	49.50	5,593.50
	packs	Photo paper, matte, A4, 20's	5	164.00	820.00
	packs	Photo paper, glossy, A4, 20's	8	164.00	1,312.00
	pack	Photo paper, high gloss, A4, 20's	1	169.00	169.00
	roll	Plastic cover, thin, big roll	1	790.00	790.00
	pads	Post-it notepad, 1x1.5	20	39.50	790.00
	pads	Post-it notepad, 3x3	37	49.50	1,831.50
	pads	Post-it notepad, 5x3	12	69.50	834.00
	pcs	Puncher, heavy duty, 2 holes	2	448.00	896.00
	bxs	Push pin	3	39.50	118.50
	pcs	Record book, regular size, 150p	26	69.50	1,807.00
	pcs	Record book, regular size, 300p	22	89.50	1,969.00
	pcs	Record book, regular size, 500p	53	124.50	6,598.50
	pc	Refill for Steadler mechanical pencil, 0.5	1	59.50	59.50
Sub-total 4					41,329.50

(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.: