

# PURCHASE ORDER

## CITY OF CALAPAN

SV/PO

Supplier: <b>SAPPHIRE GENERAL MERCHANDISING</b> Address: <b>Calapan City, Oriental Mindoro</b> TIN: <u>259-941-278-000</u>	P.O. No.: _____ Date: _____ Mode of Procurement: <u>SMALL VALUE</u> PR No./s: <u>1636</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>DepEd Calapan</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within thirty (30) days upon receipt of PO</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	<p style="text-align: center;"><b>Cooperative Horse Shoe Tables for Learners with Disabilities of Calapan City</b></p> <p><b>Instructional Materials</b> All Schools SPED Classes</p> <p><b>Cooperative Horeshoe Table</b> ( See attached photo for specification)</p>	10	9,900.00	99,000.00

**(Total Amount in Words) Ninety Nine Thousand Pesos Only** **99,000.00**

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: \_\_\_\_\_  
Signature over Printed Name of Supplier

Very truly yours,  
**MARILOU F. MORILLO**  
City Mayor

\_\_\_\_\_  
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