

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: **DUPLICAT NON-SPECIALIZED WHOLESALE TRADING**  
 Address: **Calapan City**  
 TIN: **262-488-795-000**

P.O. No.: 1511  
 Date: 08.29.23  
 Mode of Procurement: SMALL VALUE  
 PR No.: 1217

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

Place of Delivery: **CVMO**  
 Date of Delivery: **within 7 days upon receipt of P.O.**

Delivery Term: **FOB Destination**  
 Payment Term: **N/60**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lot 2 - Office Supplies			
1	tubes	ballpen 50's black, matrix OG-5	1	329.00	329.00
2	boxes	ballpen ballpoint, 12's black	5	79.00	395.00
3	boxes	ballpen ballpoint, 12's blue	1	79.00	79.00
4	boxes	ballpen ballpoint, ATI retractable pen black	1	249.00	249.00
5	boxes	ballpen ballpoint, fine black	3	249.00	747.00
6	boxes	ballpen BP-SP-B ballpoint penfine, black	1	249.00	249.00
7	boxes	binder clip, 1 1/4"	1	59.00	59.00
8	boxes	binder clip, 1 5/8"	5	79.00	395.00
9	boxes	binder clip, 1"	9	49.00	441.00
10	boxes	binder clip, 2"	28	89.00	2,492.00
11	boxes	binder clip, 3/4"	6	42.00	252.00
12	cans	biscuit	2	349.00	698.00
13	reams	book paper, A4	8	259.00	2,072.00
14	reams	book paper, long	121	299.00	36,179.00
15	reams	book paper, short	18	249.00	20,169.00
16	pcs	brown envelope, long	86	6.00	516.00
17	pcs	brown envelope, short	61	5.00	305.00
18	pcs	calculator, 12digits	4	899.00	3,596.00
19	pcs	calculator, 12digits, 2way digits	1	1,549.00	1,549.00
20	pcs	certificate holder, short blue	60	59.00	3,540.00
21	packs	coffee 3 in 1, twinpack	12	234.00	2,808.00
22	boxes	coffee 3 in 1, twinpack(creamy latte)	4	3,999.00	15,996.00
23	packs	coffee filter paper	1	129.00	129.00
24	packs	coffee granules, 100g	20	95.00	1,900.00
25	units	coffee maker 1L	1	1,299.00	1,299.00
26	packs	coffee, barako	4	129.00	516.00
27	pcs	correction pen, metal tip	3	59.00	177.00
28	pcs	correction tape, 5mm	32	54.00	1,728.00
29	packs	crackers, 35gx10s	20	64.00	1,280.00
30	packs	creamer, 250g	20	69.00	1,380.00
		<b>TOTAL lot 2 page 2</b>			<b>101,524.00</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,