

PURCHASE ORDER

CITY OF CALAPAN



Supplier: DUPLICAT NON-SPECIALIZED WHOLESALE TRADING Address: Calapan City TIN: 262-488-795-000	P.O. No.: <u>1511</u> Date: <u>08.29.20</u> Mode of Procurement: <u>SMALL VALUE</u> PR No./s: <u>1217</u>
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: CVMO	Delivery Term: FOB Destination
Date of Delivery: within 7 days upon receipt of P.O.	Payment Term: N/60

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Lot 2 - Office Supplies					
31	pcs	cutter, big	1	124.00	124.00
32	pcs	desk organizers	1	949.00	949.00
33	pcs	dry seal	1	1,199.00	1,199.00
34	boxes	envelope, mailing white, long	2	459.00	918.00
35	packs	envelope, white, 10s short	25	64.00	1,600.00
36	boxes	envelope, white, short	2	399.00	798.00
37	pcs	eraser, big white	5	49.00	245.00
38	units	executive chair	1	11,999.00	11,999.00
39	pcs	expanded envelope w/ garter long, blue, brown	51	19.00	969.00
40	pcs	expanded envelope w/ garter long, violet, pink	85	19.00	1,615.00
41	pcs	expanded envelope, w/ garter short, blue, violet	35	14.00	490.00
42	pcs	expanded folder, long, blue, violet	40	21.00	840.00
43	pcs	expanded folder, short, blue, violet	25	19.00	475.00
44	boxes	fastener plastic coated	24	49.00	1,176.00
45	pcs	file bag 13grid long	3	149.00	447.00
46	pcs	file bag 13grid short	3	99.00	297.00
47	pcs	file case w/ division	1	399.00	399.00
48	packs	folder long, 14pts 100's ivory	1	749.00	749.00
49	pcs	folder long, 14pts ivory	142	7.50	1,065.00
50	pcs	folder short, 14pts ivory	48	6.50	312.00
51	pcs	glue, 130g	5	69.00	345.00
52	units	gun tacker, staple	1	849.00	849.00
53	pcs	in and out tray, 3 layers	1	954.00	954.00
54	boxes	ink refill for permanent marker	1	144.00	144.00
55	packs	ketchups, 320g	2	71.00	142.00
56	pcs	laminating film, long	25	21.00	525.00
57	units	office table	1	7,499.00	7,499.00
58	boxes	paper clip plastic coated, big	12	39.00	468.00
59	boxes	paper clip plastic coated, small	14	34.00	476.00
60	packs	paper cups, 8oz	20	49.00	980.00
TOTAL lot 2 page 3					39,048.00

(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: _____