

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>DUPLICAT NON-SPECIALIZED WHOLESALE TRADING</u> Address: <u>Calapan City</u> TIN: <u>262-488-795-000</u>	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: <u>CVMO</u> Date of Delivery: <u>within 7 days upon receipt of P.O.</u>	Delivery Term: <u>FOB Destination</u> Payment Term: <u>N/60</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Lot 2 - Office Supplies					
61	units	paper cutter, medium	1	2,399.00	2,399.00
62	boxes	pencil, no.2	9	84.00	756.00
63	pcs	permanent marker, black	9	52.00	468.00
64	boxes	permanent marker, black	1	649.00	649.00
65	packs	photo paper A4, 20's glossy	22	169.00	3,718.00
66	pads	post-it notepad, 3x3	12	49.00	588.00
67	pads	post-it notepad, 3x5	11	69.00	759.00
68	pcs	pressboard folder, long, blue, green, violet, gray	15	25.00	375.00
69	pcs	pressboard folder, short, violet	5	19.00	95.00
70	pcs	puncher, 2 holes	3	449.00	1,347.00
71	boxes	push pin	4	39.00	156.00
72	pcs	record book, 150p	11	69.00	759.00
73	pcs	record book, 300p	9	79.00	711.00
74	pcs	record book, 500p	6	124.00	744.00
75	jars	salabat, 220ml	1	249.00	249.00
76	pcs	scissor, HD	1	89.00	89.00
77	pcs	scissor, stainless	2	229.00	458.00
78	pcs	scotch tape, 1"	18	39.00	702.00
79	pcs	scotch tape, 2"	8	69.00	552.00
80	pcs	scrubbing pad w/ foam	15	79.00	1,185.00
81	units	side table	2	1,999.00	3,998.00
82	boxes	signpen gel ink 0.3, black, finetech	3	779.00	2,337.00
83	boxes	signpen gel ink 0.5, black	12	364.00	4,368.00
84	boxes	signpen gel ink 0.5, blue	1	364.00	364.00
85	boxes	signpen gel ink 0.5, violet	2	364.00	728.00
86	boxes	signpen HI-techpoint V10 grip black	1	1,099.00	1,099.00
87	boxes	signpen HI-techpoint V10 grip blue	1	1,099.00	1,099.00
88	boxes	signpen, 0.7	1	969.00	969.00
89	boxes	signpen, bxrt-V7 retractable/refill 0.5blue	1	1,147.00	1,147.00
90	pcs	sliding folder, long	10	14.00	140.00
TOTAL lot 2 page 4					33,008.00

(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, _____