

# PURCHASE ORDER

## CITY OF CALAPAN

|   |   |
|---|---|
| Supplier: <b>DUPLICAT NON-SPECIALIZED WHOLESALE TRADING</b> | P.O. No.: <u>151</u>                    |
| Address: <u>Calapan City</u>                                | Date: <u>08-29-20</u>                   |
| TIN: <u>262-488-795-000</u>                                 | Mode of Procurement: <u>SMALL VALUE</u> |
|   | PR No./s: <u>1217</u>                   |

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

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

| Stock/<br>Property No.    | Unit  | Description                            | Quantity | Unit Cost | Amount           |
|---------------------------|-------|--|----------|-----------|------------------|
| Lot 2 - Office Supplies   |       |  |          |           |                  |
| 91                        | pcs   | sliding folder, short                  | 10       | 11.00     | 110.00           |
| 92                        | packs | soy sauce, 350ml                       | 3        | 24.00     | 72.00            |
| 93                        | pcs   | stabilo assorted color/highlighter pen | 16       | 44.00     | 704.00           |
| 94                        | pcs   | stampad ink for self inking stamps     | 1        | 299.00    | 299.00           |
| 95                        | pcs   | stampad ink                            | 1        | 49.00     | 49.00            |
| 96                        | pcs   | stampad ink, white                     | 1        | 159.00    | 159.00           |
| 97                        | boxes | staple wire #35                        | 22       | 59.00     | 1,298.00         |
| 98                        | pcs   | stapler w/ built in remover            | 3        | 419.00    | 1,257.00         |
| 99                        | pcs   | stapler, big                           | 1        | 419.00    | 419.00           |
| 100                       | packs | sticker paper A4 10s, glossy white     | 25       | 54.00     | 1,350.00         |
| 101                       | pcs   | sticky note                            | 13       | 29.00     | 377.00           |
| 102                       | pcs   | sticky note, 1x1.5cm                   | 5        | 49.00     | 245.00           |
| 103                       | kls   | sugar brown                            | 30       | 24.00     | 720.00           |
| 104                       | units | swivel chair                           | 1        | 1,999.00  | 1,999.00         |
| 105                       | pcs   | table bar                              | 1        | 1,199.00  | 1,199.00         |
| 106                       | pcs   | tape, double sided, 1"                 | 13       | 49.00     | 637.00           |
| 107                       | pcs   | tape, double sided, 1/2"               | 1        | 39.00     | 39.00            |
| 108                       | packs | vellum board, white long               | 33       | 69.00     | 2,277.00         |
| 109                       | packs | vinegar, 350ml                         | 3        | 24.00     | 72.00            |
| 110                       | pcs   | whiteboard pen, black                  | 22       | 69.00     | 1,518.00         |
| 111                       | pads  | yellow paper                           | 1        | 79.00     | 79.00            |
| <b>TOTAL lot 2 page 5</b> |       |  |          |           | <b>14,879.00</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)