

82/P.O

## PURCHASE ORDER

### CITY OF CALAPAN

Supplier: <u>MENTORS GENERAL MERCHANDISE</u>	P.O. No.: _____
Address: <u>Calapan City</u>	Date: _____
TIN <u>304587416</u>	Mode of Procurement: <u>small value</u>
	PR No./s: _____


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


Place of Delivery: <u>Urban Planning &amp; Development Department</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>Within seven (7) days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	units	Desktop computer with complete accessories Mother board: Prime A320 M-K Memory/RAM: 8GB Storage:240GB SSD Automatic Voltage Regulator Keyboard and mouse Processor: Ryzen 5 4600G Monitor: 19 inch Uniterupted Power Supply,500V A for pc	2	29,985.00	59,970.00

**(Total Amount in Words) Fifty nine thousand nine hundred seventy pesos 59,970.00**

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  
  
 \_\_\_\_\_  
 Date

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

(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