

PURCHASE ORDER

CITY OF CALAPAN

| | |
|---|---|
| Supplier: DUPLICAT NON-SPECIALIZED WHOLESALE TRADING | P.O. No.: _____ |
| Address: Calapan City | Date: _____ |
| TIN: 262-488-795-000 | Mode of Procurement: <u>small value</u> |
| | PR No./s: <u>2286</u> |

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

| | |
|---|---------------------------------------|
| Place of Delivery: _____ | Delivery Term: FOB Destination |
| Date of Delivery: within 7 days upon receipt of PO | Payment Term: N/60 |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------------|---------|--|----------|-----------|------------|
| Lot 1 - Computer Peripherals | | | | | |
| 26 | pc(s) | ink refill for printer, T664 black | 31 | 418.00 | 12,958.00 |
| 27 | pc(s) | ink refill for printer, T664 cyan | 14 | 418.00 | 5,852.00 |
| 28 | pc(s) | ink refill for printer, T664 magenta | 16 | 418.00 | 6,688.00 |
| 29 | pc(s) | ink refill for printer, T664 yellow | 14 | 418.00 | 5,852.00 |
| 30 | pc(s) | ink refill for printer, T9481 black | 2 | 4,495.00 | 8,990.00 |
| 31 | pc(s) | multi-card reader | 1 | 996.00 | 996.00 |
| 32 | unit(s) | printer, continuous colored ink tank, L121 | 1 | 9,995.00 | 9,995.00 |
| 33 | unit(s) | printer, continuous colored ink tank, L3210 | 1 | 12,745.00 | 12,745.00 |
| 34 | unit(s) | router | 3 | 4,995.00 | 14,985.00 |
| 35 | pc(s) | SD card, 64GB | 3 | 596.00 | 1,788.00 |
| 36 | unit(s) | toner for copier machine, MP2014H | 3 | 2,995.00 | 8,985.00 |
| 37 | unit(s) | toner for copier machine, MP2501S | 1 | 2,995.00 | 2,995.00 |
| 38 | pc(s) | universal travel adapter, 2 flat pins (type a) | 2 | 72.00 | 144.00 |
| 39 | pc(s) | wifi dongle | 2 | 746.00 | 1,492.00 |
| 40 | unit(s) | wireless bluetooth speaker | 1 | 4,496.00 | 4,496.00 |
| TOTAL LOT 1 PAGE 2 | | | | | 98,961.00 |
| TOTAL LOT 1 PAGE 1 | | | | | 154,923.00 |

(Total Amount in Words) Two hundred fifty-three thousand eight hundred eighty-four pesos 253,884.00


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:

DUPLICAT NON-SPECIALIZED WHOLESALE TRADING
Signature over Printed Name of Supplier

Date

Very truly yours,


ROMMEL A. IGNACIO
City Vice 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