

PURCHASE ORDER

CITY OF CALAPAN

Supplier: HENRIETTE OFFICE SUPPLIES & EQUIPMENT TRADING	P.O. No.: _____
Address: Calapan City	Date: _____
TIN: 248-974-526-000	Mode of Procurement: <u>small value</u>
	PR No./s: <u>2285</u>

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

Place of Delivery: SP	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 2 - Office Supplies					
1	tube(s)	ballpen 50's black, matrix OG-5	2	329.00	658.00
2	box(es)	ballpen ballpoint, 50's black	5	269.00	1,345.00
3	box(es)	ballpen ballpoint, ATI retractable pen black	5	298.00	1,490.00
4	box(es)	ballpen ballpoint, fine black	1	298.00	298.00
5	box(es)	binder clip, 1 1/4"	6	49.00	294.00
6	box(es)	binder clip, 1 5/8"	7	78.50	549.50
7	box(es)	binder clip, 1"	18	39.00	702.00
8	box(es)	binder clip, 2"	7	89.00	623.00
9	box(es)	binder clip, 3/4"	11	29.00	319.00
10	can(s)	biscuit	5	349.00	1,745.00
11	ream(s)	book paper, A3, 80gsm	1	449.00	449.00
12	ream(s)	book paper, A4, 70gsm	48	259.00	12,432.00
13	ream(s)	book paper, long, 70gsm	336	299.00	100,464.00
14	ream(s)	book paper, short, 70gsm	180	249.00	44,820.00
15	pc(s)	brown envelope, long	41	6.00	246.00
16	pc(s)	brown envelope, short	31	5.00	155.00
17	pc(s)	calculator, 12digits, 2way power	2	897.00	1,794.00
18	pack(s)	candy, assorted, 810g	4	308.00	1,232.00
19	pack(s)	choco powder, 24g x 12's	10	180.00	1,800.00
20	pc(s)	clear book	3	119.00	357.00
21	pack(s)	coffee, stick	5	219.00	1,095.00
22	pack(s)	coffee 3 in 1, twinpack	25	234.00	5,850.00
23	box(es)	coffee 3 in 1, twinpack	2.5	2,998.00	7,495.00
24	pack(s)	coffee granules, 100g	13	95.00	1,235.00
25	pc(s)	combo ring 1 1/2"	4	68.00	272.00
total lot 2 page 1					187,719.50

(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,


HENRIETTE OFFICE SUPPLIES & EQUIPMENT TRADING
Signature over Printed Name of Supplier


ROMMEL A. IGNACIO
City Vice Mayor

Date _____

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.: _____