

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					
26	pc(s)	combo ring 2"	4	79.00	316.00
27	pc(s)	correction pen, metal tip	8	59.00	472.00
28	pc(s)	correction tape, 5mm	43	54.00	2,322.00
29	pc(s)	crackers, 35gx10s	5	64.50	322.50
30	pack(s)	creamer, 250g	8	118.00	944.00
31	set(s)	cup & saucer, plain white	3	749.00	2,247.00
32	pc(s)	desk organizers	1	948.00	948.00
33	box(es)	envelope, mailing white, long	1	458.00	458.00
34	pack(s)	envelope, white, 10s short	50	19.00	950.00
35	box(es)	envelope, white, short	1	398.00	398.00
36	pc(s)	eraser, big white	3	49.00	147.00
37	unit(s)	executive chair	1	11,998.00	11,998.00
38	pc(s)	expanded envelope w/ garter long, blue, brown	81	24.00	1,944.00
39	pc(s)	expanded envelope, w/ garter short, blue, violet, pi	20	21.00	420.00
40	box(es)	fastener plastic coated	17	59.00	1,003.00
41	pc(s)	file case w/ division	7	398.00	2,786.00
42	pc(s)	file tray, 3 layers, metal	1	648.00	648.00
43	pc(s)	folder long, 14pts ivory	86	8.00	688.00
44	pack(s)	folder long, 14pts ivory 100's	2	749.00	1,498.00
45	pc(s)	folder short, 14pts ivory	15	7.00	105.00
46	pack(s)	folder short, 14pts ivory 100's	1	568.00	568.00
47	pc(s)	friction pen, black	5	88.00	440.00
48	unit(s)	glass board	1	6,498.00	6,498.00
49	pc(s)	glue, 130g	4	69.00	276.00
50	unit(s)	gun tacker	1	598.00	598.00
total lot 2 page 2					38,994.50


(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.: _____