

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					
51	box(es)	gun tacker, staple wire	1	148.00	148.00
52	pc(s)	highlighter pen, assorted color	14	44.00	616.00
53	pc(s)	in and out tray, 2 layers	1	399.00	399.00
54	pc(s)	ink refill for whiteboard marker, black	2	144.00	288.00
55	pack(s)	ketchups, 320g	2	71.00	142.00
56	box(es)	paper clip plastic coated, big	22	39.00	858.00
57	box(es)	paper clip plastic coated, small	21	34.00	714.00
58	pack(s)	paper cups, 8oz	40	49.00	1,960.00
59	unit(s)	paper cutter, medium	2	2,398.00	4,796.00
60	pc(s)	pen organizer	1	299.00	299.00
61	box(es)	pencil, no.2	9	84.00	756.00
62	box(es)	permanent marker, black	2	599.00	1,198.00
63	pack(s)	photo paper A4, 20's glossy	24	168.00	4,032.00
64	pad(s)	post-it notepad, 3x3	11	49.00	539.00
65	pad(s)	post-it notepad, 3x5	14	69.00	966.00
66	pc(s)	pressboard folder, long, blue, violet, pink, brown,	120	21.00	2,520.00
67	pc(s)	pressboard folder, short, blue, violet, pink, brown,	14	19.00	266.00
68	pc(s)	puncher, 2 holes	1	449.00	449.00
69	pc(s)	record book, 150p	6	89.00	534.00
70	pc(s)	record book, 300p	15	139.00	2,085.00
71	pc(s)	record book, 500p	4	159.00	636.00
72	box(es)	rubber bond, miki size big	1	349.00	349.00
73	box(es)	rubber bond, regular size	1	289.00	289.00
74	pc(s)	ruler, stainless 12"	3	138.00	414.00
75	jar(s)	salabat, 220ml	2	248.00	496.00
total lot 2 page 3					25,749.00

(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.: _____