

PURCHASE ORDER

CITY OF CALAPAN

81/P.O

Supplier: <u>RENEO TRADING</u>	P.O. No.: <u>2673</u>
Address: _____	Date: <u>12.12.23</u>
TIN: <u>735-752-559-000</u>	Mode of Procurement: <u>small value</u>
	PR No./s: <u>2392</u>

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


Place of Delivery: <u>CGC</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 7 days upon delivery of receipt</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	reams	Bookpaper,sub20,70g,m2,long	30	319.97	9,599.10
2	reams	Bookpaper,sub20,70g,m2,short	25	279.95	6,998.75
3	reams	Bookpaper,sub20,70g,m2,A4	10	309.96	3,099.60
4	packs	Specialty board,white,10s,short	20	47.93	958.60
5	packs	Specialty board,white,10s,long	20	67.93	1,358.60
6	bxs	Sign pen,violet	2	1,144.97	2,289.94
7	bxs	Sign pen,0.5,black	2	1,159.95	2,319.90
8	unit	4 in 1 printer(print,scan,wifi)	1	18,999.96	18,999.96
9	btls	Ink refill, universal,colored	15	149.96	2,249.40
10	btls	Ink refill, brother DCP-T720DW	15	449.96	6,749.40
11	btls	Ink refiil ,epson printer L5290	20	449.96	8,999.20
12	btls	Ink refill,brother DCP-T710DW	15	449.96	6,749.40
13	btls	Ink for epson L3210	5	1,499.50	7,497.50
14	btls	Ink refill,universal black	5	149.97	749.85
15	pcs	Wifi dongle	5	719.95	3,599.75
16	pcs	Filing cabinet,4 layer	2	15,999.88	31,999.76
17	packs	Photo paper,glossy	10	159.96	1,599.60
18	pcs	Envelope,brown,long	100	5.96	596.00
19	pcs	Envelope,brown,short	100	4.97	497.00
20	box	Fastener,plastic coated	5	59.98	299.90
21	packs	Sticker paper,glossy	10	94.98	949.80
22	pcs	Stapler w/ remover	5	419.93	2,099.65
23	reams	Special paper,plain,long	3	2,598.00	7,794.00
24	reams	Special,paper,plain,short	3	2,498.00	7,494.00
25	pcs	Folder press board,long,violet	50	31.97	1,598.50
26	roll	Scotch tape 1"	10	39.95	399.50
27	roll	Packing Tape	5	67.98	339.90
28	btls	Essentials oils for diffuser	15	249.95	3,749.25
29	cans	Disinfectant spray,510g Citrus meadows scent	10	649.97	6,499.70
30	cans	Air Sanitizer,320ml morning fresh	10	319.97	3,199.70
31	cans	Insecticide spray,500ml	10	654.96	6,549.60
32	cans	Furniture polish,lemon 300ml	10	319.97	3,199.70
33	btls	Alcohol,70% isoprophyl 3500ml	10	849.96	8,499.60
34	packs	Garbage bag,502's meduim	10	649.97	6,499.70
35	rolls	Tissue paper,3 ply	80	24.96	1,996.80
36	packs	Table napkin	50	74.96	3,748.00
37	bxs	Instant coffee,50gx10x24	10	3,599.95	35,999.50
38	kls	Ground coffee	25	509.96	12,749.00
39	kls	Brown sugar	25	219.96	5,499.00
40	packs	Creamer,48s,5g	20	149.97	2,999.40
TOTAL					239,075.51

(Total Amount in Words) Two hundred thirty nine thousand seventy five pesos and fifty one centavos only

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.


RENEO TRADING
 Signature over Printed Name of Supplier

Very truly yours,

MARILOU F. MORILLO
 City Mayor

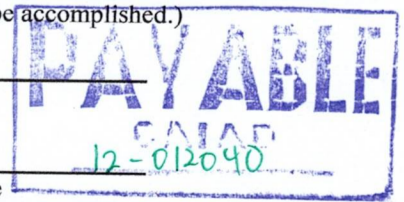
Date

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

Approved per Sanggunian Resolution No.: _____

Certified Correct:

Secretary to the Sanggunian


 12-012040
 Date