

# PURCHASE ORDER

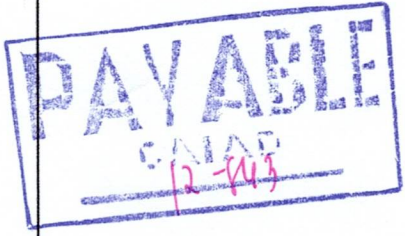
## CITY OF CALAPAN

Supplier: <b>SAPPHIRE GENERAL MERCHANDISING</b>	P.O. No.: <u>2566</u>
Address: <b>Calapan City, Oriental Mindoro</b>	Date: <u>11.28.23</u>
TIN: _____	Mode of Procurement: <b>SMALL VALUE</b>
	PR No./s: _____

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

Place of Delivery: <b>DepEd Calapan</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>within thirty(30) days upon receipt of PO</b>	Payment Term: <b>N/60</b>

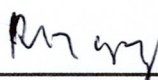
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Supplies in the conduct of 2023 Kindergarten Festival of SDO</b>			
		<b>DepEd Related Activities</b> <i>All Schools</i> <i>Division Kindergarten Festival</i>			
1	pc	<b>Medal</b> <i>Academic</i> <i>Gold</i> <i>Regular Size (3.5cm diameter, 2mm thickness, metal plated)</i> <i>with ribbon tricolor (red, white, blue)</i>	300	50.00	15,000.00
2	pc	<b>Coloring Book 12 sheets</b> <i>Model:</i> <i>EN041/EN042/EN043/EN044/EN045/EN046/EN047/EN048/EN049</i> <i>Size and Spec: 250*176mm, 12 sheets</i> <i>Sales Point:</i> <i>1. Smooth Painting</i> <i>2. More types of cover design</i> <i>3. Contain different patterns</i>	350	75.00	26,250.00
3	box	<b>8 pc crayon</b>	350	25.00	8,750.00



**(Total Amount in Words) Fifty Thousand Pesos Only** **50,000.00**

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: \_\_\_\_\_ Very truly yours,

  
Signature over Printed Name of Supplier

**MARILOU F. MORILLO**  
City Mayor

\_\_\_\_\_  
Date

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