

# PURCHASE ORDER

## CITY OF CALAPAN

|   |   |
|---|---|
| Supplier: <b>J A LHOUISSE ENTERPRISES</b><br>Address: <b>Suqui, Calapan City</b><br>TIN: <u>281-439-892</u> | P.O. No.: _____<br>Date: _____<br>Mode of Procurement: <u>shopping</u><br>PR No./s: <u>2058</u> |
|---|---|


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

|   |                                       |
|---|---------------------------------------|
| Place of Delivery: <u>Mayor's Office</u>                  | Delivery Term: <u>FOB Destination</u> |
| Date of Delivery: <u>within 7 days upon receipt of PO</u> | Payment Term: <u>N/60</u>             |

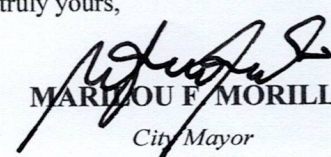
| Stock/<br>Property No.         | Unit | Description                                    | Quantity | Unit Cost        | Amount            |
|--------------------------------|------|--|----------|------------------|-------------------|
| 1                              | rm   | Bookpaper,sub20,70g/m2,lomg                    | 50       | 289.00           | 14,450.00         |
| 2                              | rm   | Bookpaper,sub20,70g/m2,short                   | 30       | 269.00           | 8,070.00          |
| 3                              | rm   | Bookpaper,sub20,70g/m2,a4                      | 50       | 279.00           | 13,950.00         |
| 4                              | pack | vellum paper, 10s long                         | 50       | 69.00            | 3,450.00          |
| 5                              | pack | vellum paper, 10s short                        | 50       | 59.00            | 2,950.00          |
| 6                              | pack | vellum paper, 10s A4                           | 50       | 64.00            | 3,200.00          |
| 7                              | bxs  | Ballpen,50's, retractable, black               | 3        | 449.00           | 1,347.00          |
| 8                              | bxs  | Ballpen,50's, retractable, violet              | 3        | 449.00           | 1,347.00          |
| 9                              | bxs  | Signpen, black, 1.0                            | 3        | 499.00           | 1,497.00          |
| 10                             | bxs  | Signpen, black, 0.3                            | 3        | 499.00           | 1,497.00          |
| 11                             | bxs  | Signpen, blue, 1.0                             | 3        | 499.00           | 1,497.00          |
| 12                             | bxs  | Signpen, blue, 0.3                             | 3        | 499.00           | 1,497.00          |
| 13                             | btls | Fountain Pen Ink                               | 2        | 999.00           | 1,998.00          |
| 14                             | pcs  | Whiteboard pen, black                          | 5        | 64.00            | 320.00            |
| 15                             | pcs  | Correction tape                                | 30       | 44.00            | 1,320.00          |
| 16                             | pcs  | Record book, regular size,300p                 | 9        | 149.00           | 1,341.00          |
| 17                             | pcs  | Record book, regular size,500p                 | 9        | 179.00           | 1,611.00          |
| 18                             | btls | whiteboard marker refill, black                | 5        | 129.00           | 645.00            |
| 19                             | pcs  | Stapler with built-in remover                  | 5        | 399.00           | 1,995.00          |
| 20                             | pcs  | PCV cutting mat a2                             | 1        | 329.00           | 329.00            |
| 21                             | pcs  | Scissor, stainless                             | 5        | 239.00           | 1,195.00          |
| 22                             | pcs  | Paper cutter                                   | 1        | 999.00           | 999.00            |
| 23                             | pcs  | Cutter, heavy duty                             | 3        | 349.00           | 1,047.00          |
| 24                             | pcs  | Thermal Printer (ribbon,label,packaging)       | 1        | 29,999.00        | 29,999.00         |
| 25                             | pcs  | Ruler, 12", transparent                        | 2        | 249.00           | 498.00            |
| 26                             | pack | Sticker Paper 10s, long                        | 50       | 65.00            | 3,250.00          |
| 27                             | pack | Sticker Paper 10s, short                       | 50       | 49.00            | 2,450.00          |
| 28                             | pack | Photo paper a4 20s                             | 50       | 64.00            | 3,200.00          |
| 29                             | pad  | Post-it Notepad 3x3                            | 20       | 49.00            | 980.00            |
| 30                             | pad  | Post-it Notepad 1x3                            | 20       | 29.00            | 580.00            |
| 31                             | pad  | Post-it Notepad 1x3 with label Sign here       | 50       | 49.00            | 2,450.00          |
| 32                             | sets | ink Refill Epson L5290 CYM                     | 3        | 2,499.00         | 7,497.00          |
| 33                             | sets | ink Refill for brother DCP-T720, colored (CYM) | 3        | 2,099.00         | 6,297.00          |
| <b>(Total Amount in Words)</b> |      |  |          | <b>SUBTOTAL1</b> | <b>124,753.00</b> |

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:

  
**J A LHOUISSE ENTERPRISES**  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

Very truly yours,

  
**MARILOU F. MORILLO**  
 City Mayor

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