

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>LIHAN CONSUMER GOODS TRADING</u>	P.O. No.: _____
Address: <u>Calapan City</u>	Date: _____
TIN: <u>636-197-761-000</u>	Mode of Procurement: <u>Small Value</u>
	PR No./s: <u>215</u>

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

Place of Delivery: <u>SP</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 30 days upon receipt of PO</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Lot 2 - Office Supplies					
1	tube(s)	ballpen 50's black, matrix OG-5	3	327.00	981.00
2	box(es)	ballpen ballpoint, 50's black	2	265.00	530.00
3	box(es)	ballpen ballpoint, 50's blue	2	265.00	530.00
4	box(es)	ballpen ballpoint, ATI retractable pen black	3	296.00	888.00
5	box(es)	binder clip, 1 1/4"	6	47.00	282.00
6	box(es)	binder clip, 1 5/8"	9	77.00	693.00
7	box(es)	binder clip, 1"	15	37.00	555.00
8	box(es)	binder clip, 2"	14	87.00	1,218.00
9	box(es)	binder clip, 3"	11	108.00	1,188.00
10	box(es)	binder clip, 3/4"	7	26.00	182.00
11	can(s)	biscuit	7	346.00	2,422.00
12	ream(s)	book paper, A3, 70gsm	1	347.00	347.00
13	ream(s)	book paper, A4, 70gsm	50	267.00	13,350.00
14	ream(s)	book paper, legal, 70gsm	5	316.00	1,580.00
15	ream(s)	book paper, long, 70gsm	220	308.50	67,870.00
16	ream(s)	book paper, short, 70gsm	161	258.50	41,618.50
17	pc(s)	brown envelope, long	171	5.80	991.80
18	pc(s)	brown envelope, short	106	4.75	503.50
19	pc(s)	calculator, 12digits, 2way power	5	896.00	4,480.00
20	pack(s)	carbon paper, long, blue, 10's	5	127.00	635.00
21	pc(s)	certificate glass frame, long, black	50	277.00	13,850.00
22	pc(s)	clear book	3	118.00	354.00
23	pack(s)	coffee 3 in 1, twinpack	39	233.00	9,087.00
24	box(es)	coffee 3 in 1, twinpack	3	2,995.00	8,985.00
25	pack(s)	coffee, barako, ground	1	346.00	346.00
26	pack(s)	coffee, stick	4	215.00	860.00
27	pc(s)	cork board, 2x3	1	645.00	645.00
28	pc(s)	correction pen, metal tip	22	58.00	1,276.00
29	pc(s)	correction tape, 5mm	34	53.00	1,802.00
30	pack(s)	creamer, 250g	3	116.00	348.00
31	set(s)	cup & saucer, plain white, 6pairs	2	745.00	1,490.00
32	pc(s)	cutter blade, 18mm	2	25.00	50.00
33	pc(s)	cutter, big	7	123.00	861.00
34	pc(s)	date stamp	2	296.00	592.00
35	pc(s)	desk organizers	6	947.00	5,682.00

(Total Amount in Words) **187,072.80**

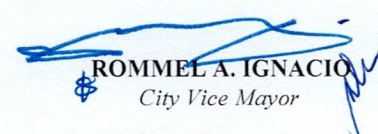
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:


LIHAN CONSUMER GOODS TRADING
Signature over Printed Name of Supplier

Date

Very truly yours,


ROMMEL A. IGNACIO
City Vice Mayor