

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>LIHAN CONSUMER GOODS TRADING</u> Address: <u>Calapan City</u> TIN: <u>636-197-761-000</u>	P.O. No.: _____ Date: _____ Mode of Procurement: <u>Small Value</u> PR No./s: <u>215</u>
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

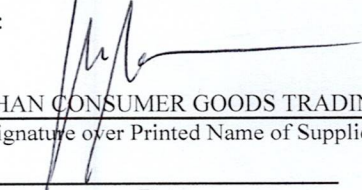
Place of Delivery: <u>SP</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 30 days upon receipt of PO</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Lot 2 - Office Supplies					
36	box(es)	envelope, mailing white, long	3	456.00	1,368.00
37	pack(s)	envelope, white, 10s short	25	18.00	450.00
38	pc(s)	eraser, big white	4	46.00	184.00
39	unit(s)	executive chair, mesh backrest	1	9,400.00	9,400.00
40	pc(s)	expanded envelope w/ garter long, blue,brown	221	24.00	5,304.00
41	pc(s)	expanded envelope w/ garter long, violet, pink	45	24.00	1,080.00
42	pc(s)	expanded envelope, w/ garter short, blue,violet, pin	65	21.00	1,365.00
43	box(es)	fastener plastic coated	24	57.00	1,368.00
44	pc(s)	file case w/ division	5	396.00	1,980.00
45	pc(s)	file tray, 3 layers, metal	2	645.00	1,290.00
46	pc(s)	folder long, 14pts ivory	95	7.50	712.50
47	pack(s)	folder long, 14pts ivory 100's	5	746.00	3,730.00
48	pc(s)	folder short, 14pts ivory	56	6.50	364.00
49	pack(s)	folder short, 14pts ivory 100's	4	567.00	2,268.00
50	pc(s)	friction pen, black	2	88.00	176.00
51	pc(s)	glue gun, big, heavy duty	2	546.00	1,092.00
52	pack(s)	glue stick, big, 10's	5	76.00	380.00
53	pc(s)	glue, 130g	3	66.00	198.00
54	kg(s)	glue, padding	2	277.00	554.00
55	unit(s)	gun tacker	1	595.00	595.00
56	pc(s)	highlighter pen, assorted color	41	44.00	1,804.00
57	pc(s)	ink refill for whiteboard marker, black	5	142.00	710.00
58	pack(s)	ketchups, 320g	1	69.00	69.00
59	pc(s)	laminating film, long	135	21.00	2,835.00
60	pc(s)	office paste, 200g	5	76.00	380.00
61	box(es)	paper clip plastic coated, big	19	36.00	684.00
62	box(es)	paper clip plastic coated, small	17	33.00	561.00
63	pack(s)	paper cups, 8oz	39	48.00	1,872.00
64	unit(s)	paper cutter, medium	1	2,390.00	2,390.00
65	pack(s)	paper plate	10	47.00	470.00
66	pc(s)	pen organizer	5	296.00	1,480.00
67	box(es)	pencil, no.2	5	82.00	410.00
68	box(es)	permanent marker, black	3	597.00	1,791.00
69	pack(s)	photo paper A4, 20's glossy	40	168.00	6,720.00
70	pad(s)	post-it notepad, 3x3	37	48.00	1,776.00

(Total Amount in Words) 57,810.50

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.

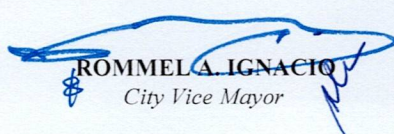
Conforme:



LIHAN CONSUMER GOODS TRADING
Signature over Printed Name of Supplier

Date

Very truly yours,



ROMMELA IGNACIO
City Vice Mayor