

# PURCHASE ORDER

CITY OF CALAPAN

Supplier: <b>RG CONSUMER GOODS TRADING</b>	P.O. No.: _____
Address: <b>Calapan City</b>	Date: _____
TIN: <u>106-385-527</u>	Mode of Procurement: <u>SMALL VALUE</u>
	PR No./s: <u>261</u>

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

Place of Delivery: <b>CTID</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>within seven (7) days upon receive of PO</b>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>BEST KIDS Season 7</b>					
<b>Supplies and Materials</b>					
1	pcs	Personalized trophies	4	3,496.00	13,984.00
2	pcs	Personalized trophies for TWG	12	1,996.00	23,952.00
3	packs	Photo paper A4 (20's)	10	167.00	1,670.00
4	pcs	Laminating film (Long)	50	21.50	1,075.00
5	pcs	Wood frame (A4)	20	158.00	3,160.00
6	pcs	Illustration board	12	138.00	1,656.00
7	packs	Sticker paper A4	4	53.00	212.00
8	reams	Coupon bond (Short)	2	248.00	496.00
9	pcs	Double sided tape 1"	10	48.00	480.00
10	pcs	Tarpaulin printing (12 x 3)	2	795.00	1,590.00
11	pcs	Token	15	498.00	7,470.00
		Mug			
		Planner			
		Keychain			
<b>Supplies Best Kids Bazaar</b>					
12		Tarpaulin printing (6.5 x 3.5)	2	495.00	990.00
<b>Total</b>					<b>56,735.00</b>

**(Amount in Words) Fifty six thousand seven hundred thirty five pesos only**

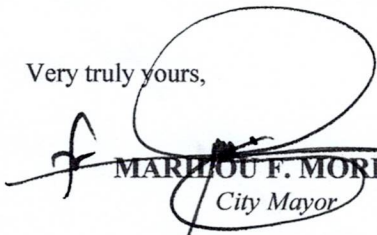
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

**RG CONSUMER GOODS TRADING**  
Signature over Printed Name of Supplier

\_\_\_\_\_ Date

Very truly yours,

  
**MARIOU F. MORILLO**  
City Mayor

(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

\_\_\_\_\_ Date