

PURCHASE ORDER

CITY OF CALAPAN

| | |
|---|--|
| Supplier: <u>SAPPHIRE DESIGNS PRINTING SERVICES</u> | P.O. No.: _____ |
| Address: <u>Calapan City</u> | Date: _____ |
| TIN: <u>138-213-994-000</u> | Mode of Procurement <u>Small Value</u> |
| | PR No./s <u>0214</u> |

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

| | |
|---|--------------------------------------|
| Place of Delivery: <u>CMO</u> | Delivery Term <u>FOB Destination</u> |
| Date of Delivery: <u>within seven (7) days upon receipt of P.O.</u> | Payment Term <u>N/60</u> |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|---|------|---|----------|-----------|-------------------|
| March 18, 2024 | | | | | |
| 1 | pcs | 8x11" Plaque, wood, engraved print with stand and 6x7"picture | 1 | 2,295.00 | 2,295.00 |
| 2 | pcs | 8x11" Plaque, wood, engraved print with stand and 6x7"picture | 2 | 2,295.00 | 4,590.00 |
| 3 | pcs | 8x11" Plaque, wood, engraved print with stand and 6x7"picture | 5 | 2,295.00 | 11,475.00 |
| 4 | pcs | 7x10" Plaque, wood, engraved print with stand | 21 | 1,995.00 | 41,895.00 |
| 5 | pcs | 7x10" Plaque, wood, engraved print with stand | 30 | 1,995.00 | 59,850.00 |
| 6 | pcs | 6x9" Plaque, wood, engraved print with stand | 6 | 995.00 | 5,970.00 |
| 7 | pcs | 6x9" Plaque, wood, engraved print with stand | 8 | 995.00 | 7,960.00 |
| (Total Amount in Words) One hundred thirty four thousand thirty five pesos only. | | | | | 134,035.00 |

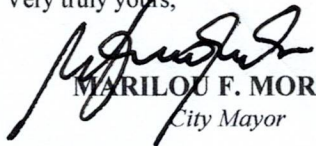
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

SAPPHIRE DESIGNS PRINTING SERVICES
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.)

Approved per Sanggunian Resolution No.: _____

Certified Correct:

_____ Secretary to the Sanggunian

_____ Date