

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <u>MENTORS GENERAL MERCHANDISE</u>	P.O. No.: <u>2852</u>
Address: <u>Calapan City</u>	Date: <u>12-28-20</u>
TIN: <u>304-587-416-000</u>	Mode of Procurement: <u>Small Value</u>
	PR No./s: <u>2687</u>

Gentlemen:

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

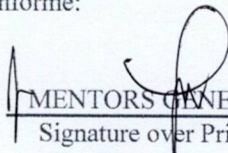
Place of Delivery: <u>Calapan City</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within seven (7) days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	LAPTOP COMPUTER / <b>ACER</b> 3 A315-59-598K Core i5-1235U 12th Gen 12T,4,4GHz E Core 0.9/3.3 Ghz,12 MB 8Gb Mem. DDR4 3200Mhz (up 32gb mem) 512 GB SSD (upgrade kit already) 15.6 Full HD Comfy View UHD Graphics Windows 11 Home\40 WH 3 cell battery Bundle: Bag/Mouse/Mouse Pad/Cooling Fan N19 S/N: <b>NYK6TS P00431204E 343400 /</b> <b>NYK6TS P00431204 D933400</b>	2	59,999.00	119,998.00
					<b>119,998.00</b>

(Total Amount in Words) **ONE HUNDRED NINETEEN THOUSAND NINE HUNDRED NINETY EIGHT 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:

  
MENTORS GENERAL MERCHANDISE  
 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