

# PURCHASE ORDER

CITY OF CALAPAN

|   |   |
|---|---|
| Supplier: <b>J and AM's GENERAL MERCHANDISE</b> | P.O. No.: <u>0801</u>                   |
| Address: <b>CALAPAN CITY</b>                    | Date: <u>03.05.24</u>                   |
| TIN: <u>927-872-075-00000</u>                   | Mode of Procurement: <u>SMALL VALUE</u> |
|   | PR No./s: <u>0140</u>                   |

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

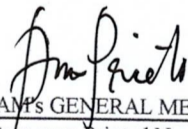
|  |                                       |
|--|---------------------------------------|
| Place of Delivery: <b>CITY COLLEGE</b>                       | Delivery Term: <b>FOB Destination</b> |
| Date of Delivery: <u>within 30 days upon receipt of P.O.</u> | Payment Term: <b>N/60</b>             |

| Stock/<br>Property No.                                 | Unit   | Description                                      | Quantity | Unit Cost | Amount           |
|--|--------|--|----------|-----------|------------------|
| <b>Greener Horizons: CCC 16th Founding Anniversary</b> |        |  |          |           |                  |
| <b>LOT 1</b>   |        |  |          |           |                  |
| 1  | pieces | Certificate Holder (short)                       | 30       | 149.00    | 4,470.00         |
| 2  | pieces | Certificate Holder (long)                        | 30       | 179.00    | 5,370.00         |
| 3  | reams  | Vellum Board (220gsm White 100 pcs.) (short)     | 2        | 559.00    | 1,118.00         |
| 4  | reams  | Vellum Board (220gsm White 100 pcs.) (long)      | 2        | 649.00    | 1,298.00         |
| 5  | boxes  | Bond Paper (long)                                | 2        | 279.00    | 558.00           |
| 6  | boxes  | Bond Paper (short)                               | 2        | 299.50    | 599.00           |
| 7  | boxes  | Bond Paper (A4)                                  | 1        | 278.50    | 278.50           |
| 8  | pieces | Folders (long)                                   | 30       | 17.00     | 510.00           |
| 9  | set    | Printer Ink Set - Brother BT5000, C/M/Y & BT     | 1        | 2,099.00  | 2,099.00         |
| 10   | boxes  | Pencil #2  | 2        | 179.50    | 359.00           |
| 11   | pieces | White Board Marker                               | 5        | 77.50     | 387.50           |
| 12   | piece  | Quaff Paper Cutter metal base (A4)               | 1        | 599.50    | 599.50           |
| 13   | piece  | Heavy duty, adjustable, collapsible tripod, boom | 2        | 799.00    | 1,598.00         |
| 14   | pieces | Token  | 57       | 499.00    | 28,443.00        |
| 15   | piece  | Picture frame (A4)                               | 30       | 299.50    | 8,985.00         |
| 16   | piece  | Certificate Holder (A4)                          | 30       | 149.50    | 4,485.00         |
| 17   | pack   | Vellum Papers A4                                 | 2        | 399.00    | 798.00           |
| 18   | boxes  | Pencil #2  | 2        | 149.75    | 299.50           |
| 19   | ream   | Hard Copy Bond Paper (long)                      | 2        | 349.00    | 698.00           |
| 20   | piece  | Heavy Duty Gun Tacker                            | 1        | 699.50    | 699.50           |
| 21   | box    | Gun Tacker Staple Wire                           | 3        | 149.75    | 449.25           |
| 22   | ream   | White Folder (long)                              | 1        | 349.00    | 349.00           |
| 23   | set    | Ink (for Brother DCP-T420W)                      | 2        | 499.00    | 998.00           |
| 24   | box    | Battery Triple A (mic)                           | 1        | 349.50    | 349.50           |
| 25   | pack   | Bobby pin  | 3        | 49.75     | 149.25           |
| 26   | piece  | Permanent marker                                 | 3        | 79.00     | 237.00           |
| <b>LOT 1 SUB-TOTAL</b>                                 |        |  |          |           | <b>66,184.50</b> |

**(Total Amount in Words)**

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:



J and AM's 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