

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <b>NEW ISLAND ENTERPRISES</b>	P.O. No.: <u>0903</u>
Address: <b>CALAPAN CITY</b>	Date: <u>06-20-24</u>
TIN: <b>194-599-780-002</b>	Mode of Procurement: <b>SMALL VALUE</b>
	PR No./s: <b>0846</b>

Gentlemen:

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

Place of Delivery: <b>CITY GOVERNMENT OF CALAPAN</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>within thirty (30) days upon receipt of P.O.</b>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	packs	Arrow index self adhesive writable	25	39.90	997.50
2	bxs	Ballpen, ballpoint, black	3	89.80	269.40
3	bxs	Ballpen, ballpoint, blue	4	89.80	359.20
4	bxs	Ballpen, ballpoint, red	2	89.80	179.60
5	bxs	Ballpen, ballpoint, fine, black, 12's	9	359.80	3,238.20
6	box	Ballpen, BP-SF - Ballpoint Black	1	359.80	359.80
7	bxs	Ballpen, 0.5, ballpoint, black, 12's	2	119.80	239.60
8	bxs	Ballpen, 0.5, ballpoint, black, 12's	8	119.80	958.40
9	bxs	Ballpen, 0.5, ballpoint, blue, 12's	5	119.80	599.00
10	box	Ballpen, 25's, black	1	194.50	194.50
11	tubes	Ballpen, 50's, retractable, black	20	448.00	8,960.00
12	tubes	Ballpen, 50's, retractable, blue	6	448.00	2,688.00
13	tubes	Ballpen, 50's, retractable, red	2	448.00	896.00
14	bxs	Binder Clip, 1"	11	59.50	654.50
15	bxs	Binder Clip, 1 5/8"	6	95.50	573.00
16	bxs	Binder Clip, 1 1/4"	10	79.50	795.00
17	bxs	Binder Clip, 3/4"	27	39.50	1,066.50
18	bxs	Binder Clip, 2"	9	119.50	1,075.50
19	box	Binding Covers, PVC, clear, legal size, 300mic	1	1,198.00	1,198.00
20	box	Black Coffee, pouch 50g	1	2,458.00	2,458.00
21	pcs	Bookend	4	247.50	990.00
22	ream	Bookpaper, long, colored, blue (500 sheets)	1	349.00	349.00
23	ream	Bookpaper, long, colored, yellow (500 sheets)	1	349.00	349.00
24	reams	Bookpaper, sub20, 70g/m2, A3	5	549.50	2,747.50
25	reams	Bookpaper, sub20, 70g/m2, A4	33	279.50	9,223.50
26	reams	Bookpaper, sub20, 70g/m2, long	542	289.50	156,909.00
27	reams	Bookpaper, sub20, 70g/m2, short	275	269.50	74,112.50
28	pcs	Calculator, 12 digits (WS-1210Hi III)	4	1,299.00	5,196.00
<b>Sub-Total 1</b>					<b>277,636.20</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:

  
**NEW ISLAND ENTERPRISES**  
 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