

**PURCHASE ORDER**  
CITY OF CALAPAN

Supplier: <b>NEW ISLAND ENTERPRISES</b>	P.O. No.: _____
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>

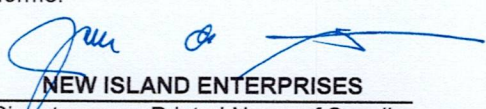
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

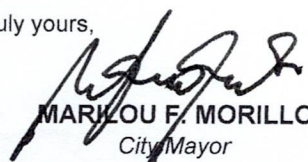
Place of Delivery: <b>CITY GOVERNMENT OF CALAPAN</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>within thirty (30) days upon receipt of P.O.</b>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
85	pcs	Folder, pressboard, violet, long	37	24.90	921.30
86	pcs	Folder, pressboard, short	10	17.90	179.00
87	btls	Glue, 130g	21	74.50	1,564.50
88	pc	Head Flashlight	1	449.00	449.00
89	pcs	Highlighter, assorted colors	59	44.90	2,649.10
90	pc	In and Out Tray, 3 layers	1	948.00	948.00
91	packs	Index Card, 1/2	20	49.50	990.00
92	btls	Ink for numbering machine, stamp	2	69.50	139.00
93	pc	Ink Refill for Parker pen, black	1	319.50	319.50
94	rolls	Japan Cord	5	69.80	349.00
95	pcs	Laminating film, long	87	14.90	1,296.30
96	pcs	Loose leaf	250	39.95	9,987.50
97	pcs	Magazine Rack, single	30	248.50	7,455.00
98	pairs	Metal Book Stand Bookends	4	144.80	579.20
99	pcs	Moistener Flat (For counting money)	3	49.50	148.50
100	pc	Monoblock Table (Black)	1	2,995.00	2,995.00
101	pcs	Office Chair	5	6,498.00	32,490.00
102	bxs	Paper Clamp, big	2	119.50	239.00
103	bxs	Paper Clamp, medium	2	74.50	149.00
104	bxs	Paper Clamp, small	2	34.50	69.00
105	bxs	Paper Clip, plastic coated, big	33	34.80	1,148.40
106	bxs	Paper Clip, plastic coated, small	43	24.80	1,066.40
107	reams	Parchment Paper	5	349.00	1,745.00
108	pc	Paste, 200g	1	39.50	39.50
109	bxs	Pencil, No.2	21	119.80	2,515.80
110	pcs	Pencil Sharpener, regular	2	29.50	59.00
111	pcs	Pencil Sharpener	2	449.50	899.00
112	pcs	Permanent Marker, fine, black	49	54.80	2,685.20
<b>Sub-Total 4</b>					<b>74,075.20</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 Nc \_\_\_\_\_  
Certified Correct:  
\_\_\_\_\_  
Secretary to the Sanggunian  
\_\_\_\_\_  
Date