

**PURCHASE ORDER**  
CITY OF CALAPAN

Supplier: <u>MENTORS GENERAL MERCHANDISE</u>	P.O. No.: _____
Address: <u>CALAPAN CITY</u>	Date: <u>10.86</u> <u>GT. 01.24</u>
TIN: <u>304-587-416-0000</u>	Mode of Procurement: <u>SMALL VALUE</u>
Gentlemen:	PR No./s: <u>0993</u>

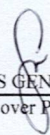
Please furnish this Office the following articles subject to the terms and conditions contained herein:

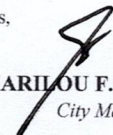
Place of Delivery: <u>CITY COLLEGE</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 30 days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>Procurement of Office Supplies for A.Y. 2024-2025 Enrollment</b>					
1	reams	Bond Paper long	30		
2	reams	Bond Paper short	30	299.00	8,970.00
3	pcs	Marker black	10	279.00	8,370.00
4	pcs	Marker blue	10	74.00	740.00
5	boxes	hi-tecpoint V10 grip, black	10	74.00	740.00
6	boxes	hi-tecpoint V10 grip, blue	2	498.00	996.00
7	pcs	Correction Tape	2	498.00	996.00
8	boxes	Ballpen, 0.5mm violet (my-gel)	10	448.00	4,480.00
9	pcs	High lighter, violet	2	448.00	896.00
10	pcs	Brown Envelop long	4	34.00	136.00
11	pcs	Brown Envelop short	500	6.50	3,250.00
12	bundles	White Folder long, 100's	500	5.50	2,750.00
13	pcs	Record Book, 300 pages	6	718.00	4,308.00
14	pcs	Calculator – 12 digits MAX 12-B	6	178.00	1,068.00
15	pcs	Tape dispenser	4	498.00	1,992.00
16	pcs	Pressboard folder, long (green)	2	198.00	396.00
17	pcs	Scotch Tape. "1"	50	29.00	1,450.00
18	pcs	Sticker Paper, 10's	10	38.00	380.00
19	pcs	Photo Paper, 10's	15	68.00	1,020.00
20	pcs	Ink Refill for 664, Black	10	78.00	780.00
21	pcs	Ink Refill for 003, Black	8	498.00	3,984.00
22	pcs	Ink Refill for 003, Yellow	6	398.00	2,388.00
23	pcs	Ink Refill for 003, Cyan	3	398.00	1,194.00
24	pcs	Ink Refill for 003, Magenta	3	398.00	1,194.00
25	pcs	Notarial Seal No. 24	3	398.00	1,194.00
26	pc	Cutter, HD	10	98.00	980.00
27	boxes	Paper Clip, small	1	398.00	398.00
28	boxes	Binder Clips, "1"	10	53.00	530.00
29	boxes	Binder Clips, "3/4"	10	63.00	630.00
30	boxes	Push pins	10	43.00	430.00
31	case	Rewritable Disc, 25 pcs	5	38.00	190.00
32	pcs	USB – 64GB	6	998.00	5,988.00
		Paper shredder machine	4	748.00	2,992.00
		Shred cap: 10 sheets			
		Shred size: 2x6mm			
		Shred type: micro cut			
		Dimension: 417x315x643mm			
		Weight: 19.08kg			
33	unit	Cork Board, 5x8	1	28,470.00	28,470.00
34	pcs	Cork Board, 5x8	2	2,470.00	4,940.00
<b>TOTAL</b>					<b>99,220.00</b>

**(Total Amount in Words) Ninety nine thousand two hundred twenty 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 \_\_\_\_\_