

PURCHASE ORDER
CITY OF CALAPAN

Supplier: <u>Mentors General Merchandise</u>	P.O. No.: <u>1161</u>
Address: <u>CALAPAN CITY</u>	Date: <u>08-02-24</u>
TIN: <u>304-587-416-0000</u>	Mode of Procurement: <u>small value</u>
	PR No./s: <u>08100</u>

Gentlemen:
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 7 days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Senior High School Faculty School Supplies					
1	boxes	Bond Paper (short)	3	1,397.00	4,191.00
2	boxes	Bond Paper (long)	3	1,497.00	4,491.00
3	boxes	My Gel Pen (black)	2	417.00	834.00
4	boxes	My Gel Pen (green)	2	417.00	834.00
5	pcs	Long-arm stapler	2	547.00	1,094.00
6	packs	Vellum Paper 220gsm Size 8.5 x 13"	100	67.00	6,700.00
7	packs	Vellum Paper 220gsm Size 8.5 x 11"	100	57.00	5,700.00
8	pcs	File rack 10*28*31.7cm	6	157.00	942.00
9	pcs	White Folder Size 8.5 x 13"	30	6.00	180.00
10	pcs	White Board Marker (black)	12	63.00	756.00
11	pcs	White Board Marker Ink (black)	12	128.00	1,536.00
12	ream	Laminating Film	1	1,498.00	1,498.00
13	unit	Laminator A3\A4	1	788.00	788.00
14	packs	Photo Paper Size A4	2	78.00	156.00
15	unit	Printer: Printing • Print Technology: Inkjet, Print Speed (ISO): Up to 10 ipm (color), 12 ipm (mono), Print Resolution: Up to 1200 x 6000 dpi (Windows Only) Scanning • Scanner Type: Flatbed with Automatic Document Feeder (ADF), Scan Resolution: Up to 1200 x 2400 dpi Copying • Copy Resolution: Up to 1200 x 2400 dpi, Maximum Copy Quantity: 99 copies, Reduction/Enlargement: 25% - 400% Connectivity • Wi-Fi: Yes (Supports Wi-Fi Direct), USB: Yes General Specs • Dimensions (W x D x H): 400 x 340 x 149 mm (15.7 x 13.4 x 5.9 inches, Weight: Approximately 7.2 kg (15.9 lbs), Memory: 128 MB RAM	1	19,076.00	19,076.00
16	pcs	Printer Ink (Black-BTD-60)	5	698.00	3,490.00
17	pcs	Printer Ink (Magenta-BT-5000)	5	323.00	1,615.00
18	pcs	Printer Ink (Cyan-BT-5000)	5	323.00	1,615.00
19	pcs	Printer Ink (Yellow-BT-5000)	5	323.00	1,615.00
TOTAL					57,111.00

(Total Amount in Words) Fifty seven thousand one hundred eleven 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
08-02-24
 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