

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <u>J AND AM'S GENERAL MECHANDISE</u>	P.O. No: <u>1231</u>
Address: <u>Calapan City</u>	Date: <u>08.20.24</u>
TIN: <u>927-872-671-000</u>	Mode of Procurement: <u>Small Value</u>
	PR No.: <u>0957</u>

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

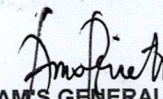
Place of Delivery: <u>GAD Office</u>	Delivery Term <u>FOB Destination</u>
Date of Delivery: <u>within thirty days (30) days upon Receipt</u>	Payment Ter <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	btls	Ink refill for Brother, D60, black	1	697.00	697.00
2	btls	Ink refill for Brother, BT5000, cyan	1	697.00	697.00
3	btls	Ink refill for Brother, BT5000, magenta	1	697.00	697.00
4	btls	Ink refill for Brother, BT5000, yellow	1	697.00	697.00
5	reams	Bookpaper, sub20, 70g/m2, long	1	297.00	297.00
6	reams	Bookpaper, sub20, 70g/m2, short	1	247.00	247.00
7	pcs	USB Flash drive, 32gb	1	757.00	757.00
8	bxs	Ballpen, black, 20's	1	247.00	247.00
9	pcs	Highlighter, green/yellow	4	42.00	168.00
10	pcs	Folder Long Ivory 14pts	20	5.50	110.00
11	pcs	Folder pressboard, violet	10	19.00	190.00
12	bxs	Paper Clip Plastic Coated, small	1	32.00	32.00
13	bxs	Paper Clip Plastic Coated, big	1	37.00	37.00
14	bxs	Fastener plastic coated	2	47.00	94.00
15	bxs	Push Pin	1	37.00	37.00
16	pcs	Scissor	1	87.00	87.00
17	pcs	Pentel pen (Black)	1	50.00	50.00
18	pcs	Puncher 2 holes heavy duty	1	447.00	447.00
19	pcs	Record Book 300p	1	77.00	77.00
20	pcs	Ruler 12" Plastic	1	32.00	32.00
21	pcs	Calculator 12 digits	2	897.00	1,794.00
22	pcs	Stapler with built-in remover	1	417.00	417.00
23	bxs	Staple wire #35	1	57.00	57.00
24	pcs	Tape dispenser big	1	137.00	137.00
25	pcs	Scotch Tape 2"	2	37.00	74.00
26	pcs	Correction Tape	4	52.00	208.00
27	pc	Dater Stamp "Received"	1	447.00	447.00
28	pc	Stamp Pad	1	157.00	157.00
29	pc	Stamp Ink	1	127.00	127.00
30	pcs	In & Out Tray, 3 layers	2	947.00	1,894.00
31	pcs	Tissue, 3-ply, individually wrapped	20	22.00	440.00
32	btls	Dishwashing liquid, anitbac	1	92.00	92.00
33	pcs	Scrubbing pad with foam	1	77.00	77.00
34	btls	Bleaching liquid	1	297.00	297.00
35	btls	Alcohol, 70%	1	697.00	697.00
36	pcs	Doormat	1	62.00	62.00
37	pc	Broom, Soft	1	172.00	172.00
38	pc	Dust pan	1	252.00	252.00
39	pcks	Battery AAA 1.5V	1	32.00	32.00
40	pc	Mirror (bathroom/wall)	1	1,247.00	1,247.00
41	pcs	Mouse (Wireless)	2	597.00	1,194.00
42	pcs	Mouse Pad	2	77.00	154.00
43	pc	Tape Recorder	1	1,350.00	1,350.00
44	unit	Printer, print/scan/copy	1	17,300.00	17,300.00
45	unit	Steel side drawer	1	3,050.00	3,050.00
46	unit	Filing cabinet, 4-layers steel	1	17,700.00	17,700.00
47	pc	Folding Divider	1	2,350.00	2,350.00

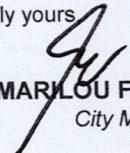
**(Total Amount in Words) FIFTY SEVEN THOUSAND FOUR HUNDRED SEVENTY FIVE PESOS ONLY 57,475.00**

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 MECHANDISE**  
Signature over Printed Name of Supplier

Very truly yours

  
**MARLOU F. MORILLO**  
City Mayor

Date

(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