

**PURCHASE ORDER**  
**CITY OF CALAPAN**

Supplier: <u>LIHAN CONSUMER GOODS TRADING</u>	P.O. No.: <u>1403</u>
Address: <u>SMV, CALAPAN CITY</u>	Date: <u>09.16.24</u>
TIN: <u>636-197-761-000</u>	Mode of Procurement: <u>SMALL - VALUE</u>
	PR No./s: <u>1377</u>

Gentlemen:

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

Place of Delivery: <u>SANGGUNIANG PANLUNGSOD</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 30 days upon receipt of PO</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Lot 1 - Computer Peripherals					
1	pc(s)	computer mouse, wireless, bluetooth	1	1,095.00	1,095.00
2	pc(s)	flashdrive, 16gb	2	395.00	790.00
3	pc(s)	ink for printer, BT5000, cyan	19	598.00	11,362.00
4	pc(s)	ink for printer, BT5000, magenta	19	598.00	11,362.00
5	pc(s)	ink for printer, BT5000, yellow	19	598.00	11,362.00
6	pc(s)	ink for printer, BT6000, black	12	648.00	7,776.00
7	pc(s)	ink for printer, BTD60, black	14	648.00	9,072.00
8	pc(s)	ink for printer, GT51, black	4	597.00	2,388.00
9	pc(s)	ink for printer, GT52, cyan	4	597.00	2,388.00
10	pc(s)	ink for printer, GT52, magenta	4	597.00	2,388.00
11	pc(s)	ink for printer, GT52, yellow	4	597.00	2,388.00
12	pc(s)	ink for printer, HP680, black	2	748.00	1,496.00
13	pc(s)	ink refill for printer, 003 black	57	349.00	19,893.00
14	pc(s)	ink refill for printer, 003 cyan	48	349.00	16,752.00
15	pc(s)	ink refill for printer, 003 magenta	49	349.00	17,101.00
16	pc(s)	ink refill for printer, 003 yellow	46	349.00	16,054.00
17	pc(s)	ink refill for printer, 008 black	4	1,198.00	4,792.00
18	pc(s)	ink refill for printer, 008 cyan	4	898.00	3,592.00
19	pc(s)	ink refill for printer, 008 magenta	4	898.00	3,592.00
20	pc(s)	ink refill for printer, 008 yellow	4	898.00	3,592.00
21	pc(s)	ink refill for printer, T664 black	23	319.00	7,337.00
22	pc(s)	ink refill for printer, T664 cyan	21	319.00	6,699.00
23	pc(s)	ink refill for printer, T664 magenta	20	319.00	6,380.00
24	pc(s)	ink refill for printer, T664 yellow	18	319.00	5,742.00
25	pc(s)	ink refill for printer, T9481 black	1	4,299.00	4,299.00
26	pc(s)	ink refill for printer, T9482 cyan	2	5,299.00	10,598.00
27	pc(s)	ink refill for printer, T9482 magenta	2	5,299.00	10,598.00
28	pc(s)	multi-card reader	1	895.00	895.00
29	pc(s)	toner cartridge, TN2380	3	3,399.00	10,197.00
Lot 1 Sub-Total					211,980.00

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:

LIHAN CONSUMER GOODS TRADING  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Date

Very truly yours,

ROMMEL A. IGNACIO  
City Vice 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



# PURCHASE ORDER

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>Lot 2 - Office Supplies</b>					
1	tube(s)	ballpen 50's black, matrix OG-5	6	347.00	2,082.00
2	box(es)	ballpen ballpoint, 50's black	7	328.00	2,296.00
3	box(es)	ballpen ballpoint, ATI retractable pen black	9	299.00	2,691.00
4	box(es)	ballpen BP-SP-B ballpoint penfine, black	1	335.00	335.00
5	box(es)	ballpen BP-SP-B ballpoint penfine, blue	1	335.00	335.00
6	box(es)	ballpen BP-SP-B ballpoint penfine, red	1	335.00	335.00
7	box(es)	binder clip, 1 1/4"	12	43.00	516.00
8	box(es)	binder clip, 1 5/8"	8	72.00	576.00
9	box(es)	binder clip, 1"	30	38.00	1,140.00
10	box(es)	binder clip, 2"	8	103.00	824.00
11	box(es)	binder clip, 3"	6	103.00	618.00
12	box(es)	binder clip, 3/4"	27	28.00	756.00
13	can(s)	biscuit	3	339.00	1,017.00
14	ream(s)	book paper, A3, 70gsm	1	549.00	549.00
15	ream(s)	book paper, A4, 70gsm	25	269.50	6,737.50
16	ream(s)	book paper, long, 70gsm	257	289.50	74,401.50
17	ream(s)	book paper, short, 70gsm	170	259.50	44,115.00
18	pc(s)	brown envelope, long	120	5.50	660.00
19	pc(s)	brown envelope, short	60	4.50	270.00
20	pc(s)	calculator, 12digits, 2way power	1	695.00	695.00
21	pc(s)	certificate frame, a4 black	20	119.00	2,380.00
22	pc(s)	certificate glass frame, long, black	30	229.00	6,870.00
23	pc(s)	certificate holder, short/A4, blue	220	54.00	11,880.00
24	pc(s)	clear book	5	119.00	595.00
25	pack(s)	coffee 3 in 1, twinspace	19	229.00	4,351.00
26	box(es)	coffee 3 in 1, twinspace	2	3,989.00	7,978.00
27	pack(s)	coffee granules, 100g	10	104.00	1,040.00
28	unit(s)	coffee maker 2L	1	1,445.00	1,445.00
29	pack(s)	coffee, barako, ground	1	315.00	315.00
30	pack(s)	coffee, stick	6	148.00	888.00
31	pc(s)	cork board, 2x3	2	1,049.00	2,098.00
32	pc(s)	correction pen, metal tip	1	50.00	50.00
33	pc(s)	correction tape, 5mm	62	44.50	2,759.00
34	pc(s)	crackers, 35gx10s	12	63.00	756.00
35	pack(s)	creamer, 250g	18	97.00	1,746.00
<i>Lot 2 page1 Sub-Total</i>					<b>186,100.00</b>

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:

**LIHAN CONSUMER GOODS TRADING**  
 Signature over Printed Name of Supplier  
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 Date

Very truly yours,

**ROMMEL A. IGNACIO**  
 City Vice Mayor

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

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 Secretary to the Sanggunian

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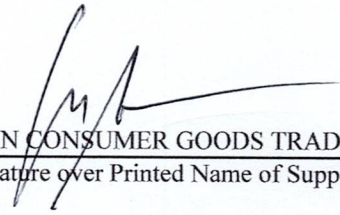
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
Lot 2 - Office Supplies					
36	pc(s)	cutter, big	2	138.00	276.00
37	pc(s)	desk organizers	1	475.00	475.00
38	pack(s)	envelope, white, 10s short	25	17.50	437.50
39	box(es)	envelope, white, short	3	379.50	1,138.50
40	pc(s)	eraser, big white	9	59.00	531.00
41	pc(s)	expanded envelope w/ garter long, blue, brown	190	22.50	4,275.00
42	pc(s)	expanded envelope w/ garter long, violet, pink	10	22.50	225.00
43	box(es)	fastener plastic coated	20	54.50	1,090.00
44	pc(s)	file bag 13grid long	2	418.00	836.00
45	pc(s)	file tray, 2 layers, metal	1	495.00	495.00
46	pc(s)	folder long, 14pts ivory	104	6.50	676.00
47	pack(s)	folder long, 14pts ivory 100's	2	650.00	1,300.00
48	pc(s)	folder short, 14pts ivory	63	5.50	346.50
49	pack(s)	folder short, 14pts ivory 100's	1.5	550.00	825.00
50	pc(s)	glue, 130g	15	68.00	1,020.00
51	pc(s)	highlighter pen, assorted color	34	59.00	2,006.00
52	pc(s)	in and out tray, 3 layers	1	795.00	795.00
53	pc(s)	laminating film, long	100	11.50	1,150.00
54	pc(s)	office paste, 200g	1	72.00	72.00
55	box(es)	paper clip plastic coated, big	9	34.00	306.00
56	box(es)	paper clip plastic coated, small	11	24.00	264.00
57	pack(s)	paper cups, 8oz	19	48.00	912.00
58	pack(s)	paper plate	10	48.00	480.00
59	pc(s)	pen organizer	1	275.00	275.00
60	box(es)	pencil, no.2	7	119.50	836.50
61	box(es)	permanent marker, black	6	658.00	3,948.00
62	pack(s)	photo paper A4, 20's glossy	43	89.50	3,848.50
63	pad(s)	post-it notepad, 3x3	14	29.50	413.00
64	pad(s)	post-it notepad, 3x5	4	34.00	136.00
65	pc(s)	pressboard folder, long, blue, violet, pink, brown,	120	22.50	2,700.00
66	pc(s)	pressboard folder, short, blue, violet, pink, brown,	20	20.50	410.00
67	box(es)	push pin	5	34.00	170.00
68	pc(s)	record book, 150p	10	84.00	840.00
69	pc(s)	record book, 300p	4	119.00	476.00
70	pc(s)	record book, 500p	4	134.00	536.00
<i>Lot 2 page2 Sub-Total</i>					<b>34,520.50</b>

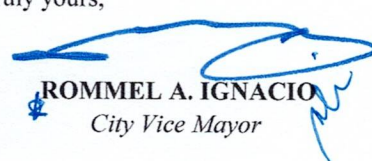
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