

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

Supplier: <b>JIH SPECIALIZED GOODS TRADING</b>	P.O. No.: <u>1693</u>
Address: <b>Ilaya, Calapan City</b>	Date: <u>09.12.24</u>
TIN: <b>717-296-441-000</b>	Mode of Procurement: <b>SMALL VALUE</b>
	PR No./s: <b>1525</b>

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

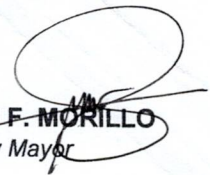
Place of Delivery: <b>CITY GOVERNMENT OF CALAPAN</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>within thirty (30) days upon receipt of P.O.</b>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	packs	Arrow index	<b>25</b>	42.00	1,050.00
2	tubes	Ballpen, 50's, retractable, black	<b>20</b>	447.00	8,940.00
3	tubes	Ballpen, 50's, retractable, blue	<b>5</b>	447.00	2,235.00
4	tubes	Ballpen, 50's, retractable, red	<b>3</b>	447.00	1,341.00
5	box	Ballpen, 25's, black	<b>1</b>	197.00	197.00
6	box	Ballpen, retractable, black	<b>1</b>	946.00	946.00
7	bxs	Ballpen, ballpoint, blue, 0.5, 12's	<b>9</b>	117.00	1,053.00
8	bxs	Ballpen, ballpoint, black, 0.5, 12's	<b>6</b>	117.00	702.00
9	bxs	Ballpen, ballpoint, fine, 12's, black	<b>10</b>	367.00	3,670.00
10	box	Ballpen, ballpoint, fine, 12's, blue	<b>1</b>	367.00	367.00
11	box	Ballpen, ballpoint, black, 12's	<b>1</b>	117.00	117.00
12	box	Ballpen, ballpoint, red, 12's	<b>1</b>	117.00	117.00
13	box	Ballpen, violet, 0.5, gel pen, 50's	<b>1</b>	696.00	696.00
14	bxs	Binder Clip, 1"	<b>22</b>	62.00	1,364.00
15	box	Binder Clip, 1 5/8"	<b>1</b>	97.00	97.00
16	bxs	Binder Clip, 1/2"	<b>12</b>	47.00	564.00
17	bxs	Binder Clip, 1 1/4"	<b>11</b>	82.00	902.00
18	bxs	Binder Clip, 3/4"	<b>23</b>	42.00	966.00
19	bxs	Binder Clip, 2"	<b>16</b>	127.00	2,032.00
20	ream	Bookpaper, long, colored, blue (Victory, 500 sheets)	<b>1</b>	357.00	357.00
21	ream	Bookpaper, long, colored, yellow (Victory, 500 sheets)	<b>1</b>	357.00	357.00
22	pc	Board Eraser	<b>1</b>	57.00	57.00
23	pcs	Bookend	<b>2</b>	247.00	494.00
24	reams	Book paper, sub20, 70g/m2, A3	<b>4</b>	556.00	2,224.00
25	reams	Book paper, sub20, 70g/m2, A4	<b>12</b>	287.00	3,444.00
26	reams	Book paper, sub20, 70g/m2, long	<b>506</b>	297.00	150,282.00
27	reams	Book paper, sub20, 70g/m2, short	<b>264</b>	277.00	73,128.00
28	packs	Brown Paper Bag #2, 100's	<b>5</b>	87.00	435.00
<b>Sub-Total 1</b>					<b>258,134.00</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:  
  
**JIH SPECIALIZED GOODS TRADING**  
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



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

Supplier: <b>JIH SPECIALIZED GOODS TRADING</b>	P.O. No.: <u>1693</u>
Address: <b>CALAPAN CITY</b>	Date: <u>09.17.24</u>
TIN: <b>717-296-441-000</b>	Mode of Procurement: <b>SMALL VALUE</b>
	PR No./s: <b>1525</b>

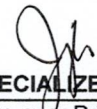
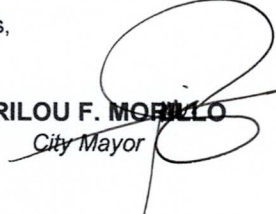
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

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
29	packs	Brown Paper Bag #3, 100's	5	92.00	460.00
30	packs	Brown Paper Bag #4, 100's	5	197.00	985.00
31	rolls	Calculator Adding Machine Slip, 2 1/4"	20	77.00	1,540.00
32	unit	Calculator (12 digits (WS-1210Hi III)	1	1,295.00	1,295.00
33	unit	Calculator, scientific	1	1,035.00	1,035.00
34	pack	Carbon Paper, long, black	1	757.00	757.00
35	pcs	Certificate Frame	10	117.00	1,170.00
36	pcs	Certificate Holder, short, plastic	100	62.00	6,200.00
37	pcs	Certificate Holder, short, plastic, blue	15	62.00	930.00
38	pcs	Certificate Holder, short, plastic, maroon	5	62.00	310.00
39	pcs	Certificate Holder, wood frame	7	167.00	1,169.00
40	pcs	Clear Book, long	2	147.00	294.00
41	box	Coffee, 3 in 1, twinpack	1	3,685.00	3,685.00
42	pcs	Columnar Notebook (4 columns)	5	47.00	235.00
43	pcs	Combo Binder Cover, long	3	17.00	51.00
44	pcs	Combo Ring 1"	2	47.00	94.00
45	pcs	Combo Ring 1/2"	3	57.00	171.00
46	box	Continuous Paper, 3 ply, short, carbonless	1	1,195.00	1,195.00
47	pcs	Correction Pen, metal tip	9	67.00	603.00
48	pcs	Correction Tape	215	47.00	10,105.00
49	packs	Cutter Blade	3	42.00	126.00
50	pcs	Cutter, Heavy duty	2	396.00	792.00
51	pc	Dater Stamp (Paid)	1	146.00	146.00
52	pc	Dater Stamp (Received)	1	447.00	447.00
53	pcs	Envelope, expanding with garter, blue, long	61	27.00	1,647.00
54	pcs	Envelope, expanding with garter, green, long	30	27.00	810.00
55	pcs	Envelope, expanding with garter, violet, long	14	27.00	378.00
56	pcs	Envelope, brown, long	383	5.00	1,915.00
<b>Sub-Total 2</b>					<b>38,545.00</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:   <b>JIH SPECIALIZED GOODS TRADING</b> Signature over Printed Name of Supplier  _____ Date	Very truly yours,   <b>MARILOU F. MORILLO</b> City Mayor
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(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
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**PURCHASE ORDER  
CITY OF CALAPAN**

Supplier: <b>JIH SPECIALIZED GOODS TRADING</b>	P.O. No.: <u>1693</u>
Address: <b>CALAPAN CITY</b>	Date: <u>09.17.24</u>
TIN: <b>717-296-441-000</b>	Mode of Procurement: <b>SMALL VALUE</b>
	PR No./s: <b>1525</b>

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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
57	pcs	Envelope, brown, short	<b>319</b>	3.00	957.00
58	box	Envelope, mailing, white, long	<b>1</b>	466.00	466.00
59	pcs	Eraser, white (staedler)	<b>9</b>	47.00	423.00
60	box	Fastener, metal, 8"	<b>1</b>	186.00	186.00
61	bxs	Fastener, plastic coated, 8"	<b>2</b>	186.00	372.00
62	bxs	Fastener, plastic coated, regular	<b>42</b>	52.00	2,184.00
63	pc	Filler for Parker Pen, blue (M) (0.7)	<b>1</b>	347.00	347.00
64	pcs	Folder Holder, carton, blue/red	<b>15</b>	167.00	2,505.00
65	pc	File Holder (Multi Layer Folder)	<b>1</b>	317.00	317.00
66	pcs	Folder, long, ivory, 14pts.	<b>937</b>	6.00	5,622.00
67	pcs	Folder, short, ivory, 14pts.	<b>462</b>	5.00	2,310.00
68	pcs.	Folder, pressboard, blue, long	<b>171</b>	27.00	4,617.00
69	pcs.	Folder, pressboard, green, long	<b>40</b>	27.00	1,080.00
70	pcs.	Folder, pressboard, violet, long	<b>132</b>	27.00	3,564.00
71	pcs.	Folder, pressboard, yellow, long	<b>20</b>	27.00	540.00
72	btls	Glue, 130g	<b>21</b>	77.00	1,617.00
73	tubes	Glue Stick, 22grms, all purpose	<b>5</b>	97.00	485.00
74	pcs	Highlighter, assorted colors	<b>28</b>	47.00	1,316.00
75	pcs	In and Out Tray, 3 layers	<b>2</b>	945.00	1,890.00
76	packs	Index Card, 1/2 (pack)	<b>20</b>	72.00	1,440.00
77	pcs	Japan Cord	<b>5</b>	67.00	335.00
78	roll	Labelling Tape Roll (Tag Price)	<b>1</b>	27.00	27.00
79	pcs	Laminating film, long	<b>60</b>	17.00	1,020.00
80	pcs	Laminating Film LF6595-B 250MICX65x95mm 100pcs	<b>2</b>	37.00	74.00
81	pcs	Loose Leaf	<b>70</b>	37.00	2,590.00
82	pcs	Moistener Flat (for counting money)	<b>3</b>	67.00	201.00
83	pc	Monoblock Table (black)	<b>1</b>	2,990.00	2,990.00
84	pcs	Office Chair	<b>3</b>	6,490.00	19,470.00
<b>Sub-Total 3</b>					<b>58,945.00</b>

**(Total Amount in Words):**


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Conforme:

  
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Signature over Printed Name of Supplier

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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



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

Supplier: <b>JIH SPECIALIZED GOODS TRADING</b>	P.O. No.: <u>1697</u>
Address: <b>CALAPAN CITY</b>	Date: <u>09-13-24</u>
TIN: <b>717-296-441-000</b>	Mode of Procurement: <b>SMALL VALUE</b>
	PR No./s: <b>1525</b>

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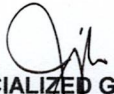
Place of Delivery: <b>CITY GOVERNMENT OF CALAPAN</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>within thirty (30) days upon receipt of P.O.</b>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
85	pc	Office Table	1	14,990.00	14,990.00
86	bxs	Paper clip, plastic coated, big	77	37.00	2,849.00
87	bxs	Paper clip, plastic coated, small	39	27.00	1,053.00
88	pc	Paper cutter, wood	1	1,495.00	1,495.00
89	pcs	Paper, Manila	10	17.00	170.00
90	packs	Parchment Paper	15	347.00	5,205.00
91	pc	Parker Pen, black	1	796.00	796.00
92	bxs	Pencil, No. 2	32	122.00	3,904.00
93	unit	Pencil sharpener, heavy duty	1	496.00	496.00
94	pcs	Pencil sharpener, ordinary	2	27.00	54.00
95	pcs	Permanent marker, fine, black	20	57.00	1,140.00
96	pcs	Permanent marker, broad, black	6	62.00	372.00
97	pc	Permanent marker, broad, blue	1	62.00	62.00
98	packs	Photopaper, matte A4, 20's	3	122.00	366.00
99	packs	Photo Paper, glossy, A4, 20's	16	152.00	2,432.00
100	pack	Photo Paper, High Gloss, A4, 20's	1	152.00	152.00
101	roll	Plastic Cover, thin, big roll	1	796.00	796.00
102	pads	Post-it note pad, 1x1.5	10	32.00	320.00
103	pads	Post-it note pad, 3x3	20	52.00	1,040.00
104	pads	Post-it note pad, 5x3	10	67.00	670.00
105	pcs	Puncher, heavy duty, 2holes	2	466.00	932.00
106	bxs	Push pin	11	37.00	407.00
107	pack	PVC Cover, long, plastic	1	496.00	496.00
108	pcs.	Record Book, regular size, 150p	12	72.00	864.00
109	pcs.	Record book, regular size, 300p	18	122.00	2,196.00
110	pc.	Record book, regular size, 500p	23	152.00	3,496.00
111	pc.	Refill for Mechanical Pencil, 0.5	1	67.00	67.00
112	pc.	Refill for Mechanical Pencil, 0.7	1	67.00	67.00
<b>Sub-Total 4</b>					<b>46,887.00</b>

**(Total Amount in Words):**

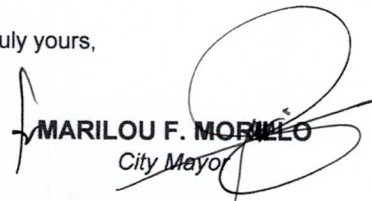
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City Mayor

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