

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>SARY STATIONERY TRADING</u>	P.O. No.: <u>1600</u>
Address: <u>STO. NIÑO, CALAPAN CITY</u>	Date: <u>08-30-24</u>
TIN: <u>273-909-915-000</u>	Mode of Procurement: <u>Shopping</u>
	PR No./s: <u>1276</u>

Gentlemen:

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

Place of Delivery: <u>COA - PSAO Guinobatan Calapan City</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
		Balance Forwarded			112,296.00
20	piece	Shoe lace (for binding of looseleaf cover)	100	5.00	500.00
21	piece	Matte sticker paper, (White)	100	5.00	500.00
22	piece	Photopaper, 230gsm, gloss, A4	100	5.00	500.00
23	piece	White glue 130grams	18	74.00	1,332.00
24	piece	Record Book, 300 pages	20	78.00	1,560.00
25	piece	Record Book, 500 pages	10	148.00	1,480.00
26	piece	Ring Binder Element 2"	50	78.00	3,900.00
27	piece	Binding Cover (PVC) Legal Size 200MIC	100	10.00	1,000.00
28	piece	Binding Cover (PVC) Letter Size 200MIC	100	10.00	1,000.00
29	piece	Toner cartridge, Laserjet ink (85A)	2	4,980.00	9,960.00
30	piece	External HardDrive 2TB	2	2,980.00	5,960.00
31	piece	Stapler, with staple wire remover (heavy duty)No.35	10	348.00	3,480.00
32	box	Staple wire No. 35, 5000 pieces	28	98.00	2,744.00
33	piece	Heavy duty scissors - stainless steel with plastic handle	5	298.00	1,490.00
34	piece	Tape dispenser heavy duty for 1inch tape	5	448.00	2,240.00
35	piece	Heavy duty 2 hole puncher	5	598.00	2,990.00
36	piece	Anti-Bacterial Liquid Hand Soap (1Liter)	10	198.00	1,980.00
37	pack	Paper towel, white, Interfolded 150-175 pcs	200	79.00	15,800.00
38	piece	Empty sacks (large)	300	20.00	6,000.00
39	box	Disposable gloves, box of 100	1	898.00	898.00
Grand Total					177,610.00

(Total Amount in Words) two thousand nine hundred twenty two and seventy three centavos 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:



SARY STATIONERY 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

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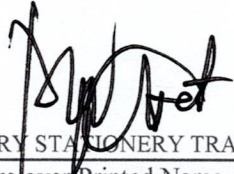
Place of Delivery: <u>COA - PSAO Guinobatan Calapan City</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within (30) days upon receipt of P.O</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	ream	Bond Paper, Subs. 20, 70gsm (8.5x11"-Letter)	100	268.00	26,800.00
2	ream	Bond Paper, Subs. 20, 70gsm (A4)	100	274.00	27,400.00
3	ream	Bond Paper, Subs. 20, 70gsm (8.5"x13"-Legal)	100	278.00	27,800.00
4	piece	Folder, morocco (legal size) (blue)	100	29.00	2,900.00
5	piece	Folder, morocco (letter size) (blue)	100	24.00	2,400.00
6	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Blue	100	29.00	2,900.00
7	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Orange	100	29.00	2,900.00
8	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Red	100	29.00	2,900.00
9	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Yellow	100	29.00	2,900.00
10	piece	Folder, Pressboard, hi-grade board (90grams), plain (for 8.5"x13") Green	100	29.00	2,900.00
11	piece	Gel-pen, black	50	28.00	1,400.00
12	piece	Gel-pen, blue	50	28.00	1,400.00
13	piece	Gel-pen, red	50	28.00	1,400.00
14	piece	Permanent marker (ultra fine point) (black)	10	98.00	980.00
15	piece	Ballpoint Pen, Superfine (black)	20	28.00	560.00
16	piece	Ballpoint Pen, Superfine (red)	50	28.00	1,400.00
17	set	Plastic tabs, assorted color	20	78.00	1,560.00
18	piece	Dater stamps (manual)	2	198.00	396.00
19	piece	Looseleaf Cover, made of chipboard	100	14.00	1,400.00
Sub - Total					112,296.00

(Total Amount in Words) two thousand nine hundred twenty two and seventy three centavos only.

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 City Mayor

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