

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

Supplier: <u>MENTORS GENERAL MERCHANDISE</u>	P.O. No.: <u>1622</u>
Address: <u>CALAPAN CITY</u>	Date: <u>09-30-24</u>
TIN: <u>304-587-416-0000</u>	Mode of Procurement: <u>SMALL VALUE</u>
	PR No./s: <u>1608</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 30 days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>PROCUREMENT OF EQUIPMENT AND SUPPLIES FOR THE PUBLICATION 2nd Semester</b>					
1	unit	Wide Sized Printer with wifi, and all-in-one ink tank+extra ink set	1	37,990.00	37,990.00
2	piece	Drawing Pad with Passive Battery Free Stylus Pen-6"x4" working area, 8192-level pressure	1	2,998.00	2,998.00
3	piece	sensitivity, 60° tilt function, 6 express keys	1	2,948.00	2,948.00
4	piece	1 TB external drive (SSD)	2	468.00	936.00
5	pair	64 GB 3.0 flash drive	1	2,998.00	2,998.00
6	unit	Walkie Talkie Laptop • Core i5 • 8GB DDR4 • 512GB SSD • 15.6 IPS Full HD 1920x1080	1	49,490.00	49,490.00
7	lot	Extension Wire with 4 circular socket (5m)	2	878.00	1,756.00
8	ream	C2S Paper (9" x 12")	2	1,498.00	2,996.00
9	packs	Photo Paper (short, 20's)	3	198.00	594.00
10	piece	Pressboard Expandable Long Folder (blue)	10	28.00	280.00
11	box	Legal sized bond paper	2	1,598.00	3,196.00
12	box	Letter sized bond paper	2	1,498.00	2,996.00
13	piece	Foldable table	1	1,598.00	1,598.00
14	box	Gel Pens	2	498.00	996.00
15	ream	Vellum board (100 pcs)	2	558.00	1,116.00
					<b>112,888.00</b>

**(Total Amount in Words) One hundred twelve thousand eight hundred eighty eight pesos only**

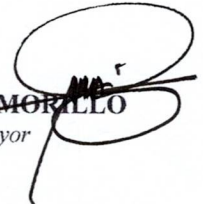
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

  
MENTORS GENERAL MERCHANDISE  
Signature over Printed Name of Supplier

Date

Very truly yours,

  
MARILOU E. 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