

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier Address: <b>MENTORS GENERAL MERCHANDISE</b> Market Site, Byrg. Poblacion, Baco	P.O No. : <u>1594</u> Date : <u>60-10-24</u> Mode of Procurement : <u>SMALL VALUE</u> PR No./s: <u>1486</u>
TIN : <u>304 587 416 000</u>	

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

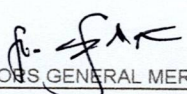
Place of Delivery : <u>CHSD</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery : <u>within 30 days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/Property No.	UNIT	ITEM & DESCRIPTION	QTY.	UNIT COST	TOTAL COST
1	rms	Bond paper (long)	3	293.00	879.00
2	rms	Bond paper (A4)	7	283.00	1,981.00
3	pcks	Photo paper (semi gloss/waterproof A4/200g) 20's	250	188.30	47,075.00
4	bxs	X-ray film brown envelope (10 x 13) 100's	40	597.80	23,912.00
5	bndls	White mail envelope (long) 500's	10	778.00	7,780.00
6	pcs	Columnar Logbook (10 columns)	10	67.00	670.00
7	pcs	Folder, ivory, 14pts (short)	50	12.50	625.00
8	pc	Puncher (heavy duty)	1	362.00	362.00
9	pc	Corkboard 40 x 60	1	998.00	998.00
10	pcs	Stool (bar high)	2	4,546.00	9,092.00
11	unit	Printer (print/scan/copy)	1	11,695.00	11,695.00
12	unit	External Hard Drive (1TB)	1	5,498.00	5,498.00
13	pcs	Flash drive 128GB OTG	2	648.00	1,296.00
14	pcs	Trash bin with pedal	2	478.00	956.00
15	pcs	Bucket mop	1	580.00	580.00
16	pcs	Towel (microfiber)	5	24.00	120.00
17	cans	Anti-bacterial / Disinfectant spray	5	309.00	1,545.00
18	pcs	Patient Gown	3	284.00	852.00
<b>Total</b>					<b>115,916.00</b>

(Total Amount in Words): **One hundred fifteen thousand nine hundred sixteen pesos only**

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

Very Truly yours,  
**MARLOU F. MORILLO**  
City Mayor

Conforme:  
  
MENTORS GENERAL MERCHANDISE  
Signature Over Printed Name of Supplier  
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: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary to the Sanggunian