

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <b>Mentors General Merchandise</b>	P.O. No.: <u>1685</u>
Address: <u>Baco, Oriental Mindoro</u>	Date: <u>11.06.24</u>
TIN: <u>304-587-416-0000</u>	Mode of Procurement: <u>Small Value</u>
	PR No./s: <u>1751</u>

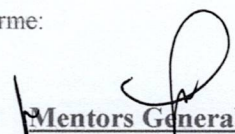
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

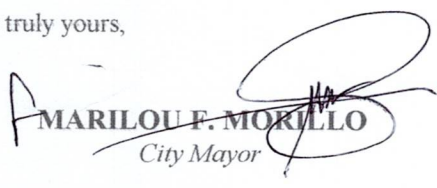
Place of Delivery: <u>New City Hall, Guinobatan, Calapan City</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within seven (7) days upon receipt of P.O.</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	<b>Laptop</b> 14-inch FHD, Core i3 / 8GB / 512GB SSD / Win11 Charger & Bag	1	51,990.00	51,990.00
	set	<b>Desktop</b> Core i5 Motherboard Memory 8GB 512GB SSD / 1TB HDD 21" Curved Monitor Casing with Power Supply 2GB Graphics Keyboard with mouse AVR & UPS Wifi Dongle	1	51,990.00	51,990.00

**(Total Amount in Words) ONE HUNDRED THREE THOUSAND NINE HUNDRED EIGHTY PESOS ONLY. 103,980.00**

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:  
  
**Mentors General Merchandise**  
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