

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>RENEO TRADING</u> Address: _____ TIN: <u>735-752-559-000</u>	P.O. No.: _____ Date: <u>10.18.24</u> Mode of Procurement: <u>small value</u> PR No./s: <u>1798</u>
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Gentlemen:

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

Place of Delivery: <u>CGC</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 10 days upon delivery of receipt</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
81	pcs	Paper cup	2000	3.00	6,000.00
82	unit	Paper cutter	1	2,098.00	2,098.00
83	bt1	Printer Ink- Black (664)	25	418.00	10,450.00
84	bt1	Printer Ink- Magenta (664)	20	418.00	8,360.00
85	bt1	Printer ink- Yellow (664)	20	418.00	8,360.00
86	bt1	Printer Ink-Cyan (664)	20	418.00	8,360.00
87	bt1	Printer Ink- Black) (003)	25	418.00	10,450.00
88	bt1	Printer Ink-Magenta (003)	25	418.00	10,450.00
89	bt1	Printer Ink-Yellow (003)	25	418.00	10,450.00
90	bt1	Printer Ink- Cyan (003)	25	418.00	10,450.00
91	bt1	Printer Ink-Black (BT D60)	20	698.00	13,960.00
92	bt1	Printer Ink-Magenta (BT D60)	10	698.00	6,980.00
93	bt1	Printer Ink- Yellow (BT D60)	10	698.00	6,980.00
94	bt1	Printer Ink -Cyan (BT D60)	10	698.00	6,980.00
95	unit	Uninterreptible Power supply (UPS,750VA)	2	4,498.00	8,996.00
96	pcs	Water storage (70L,Big,Blue)	1	2,498.00	2,498.00
97	pcs	Furniture Poilsh (330ml,lemon scent)	10	448.00	4,480.00
98	pcs	Erasable Friction ballpen(black,0.5,ballpoint)	30	156.00	4,680.00
99	pcs	Metal Rack (5layers,3x1x6ft)	2	8,508.00	17,016.00
100	packs	Sticker paper (A4,Glossy)	10	128.00	1,280.00
Sub total no. 1					119,794.00
Sub total no.2					107,662.00
Grand Total					386,734.00

(Total Amount in Words) Three hundred eighty six thousand seven hundred thirty four 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


RENEO 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: <u>RENEO TRADING</u>	P.O. No.: <u>1739</u>
Address: _____	Date: <u>10.18.24</u>
TIN: <u>735-752-559-000</u>	Mode of Procurement: <u>small value</u>
	PR No./s: <u>1798</u>

Gentlemen:

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

Place of Delivery: <u>CGC</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 90 days upon delivery of receipt</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Arch File Folder 2" A4	15	258.00	3,870.00
2	pcs	Arch File Folder 2" Long	15	278.00	4,170.00
3	pcs	Battery AA	20	68.00	1,360.00
4	pcs	Battery AAA	20	68.00	1,360.00
5	boxes	Ballpen (black, 0.5,ballpoint,12's)	12	133.00	1,596.00
6	boxes	Ballpen (blue, 0.5,ballpoint,12's)	5	133.00	665.00
7	boxes	Ballpen (violet, 0.5,ballpoint,12's)	5	466.00	2,330.00
8	boxes	Binder clip 1"	5	58.00	290.00
9	boxes	Binder clip 1.5"	5	94.00	470.00
10	boxes	Binder clip 2"	5	118.00	590.00
11	btl	Bleach (3.6L)	4	318.00	1,272.00
12	kilos	Brewed Coffee	20	648.00	12,960.00
13	pcs	Brush (toilet)	2	93.00	186.00
14	reams	Bondpaper (A4)	20	278.00	5,560.00
15	reams	Bondpaper (letter)	15	320.00	4,800.00
16	reams	Bondpaper (Long)	40	366.00	14,640.00
17	pcs	Bookend stand(metal, Black)	10	278.00	2,780.00
18	pcs	Brown envelope (short)	25	3.00	75.00
19	pcs	Brown Envelope (long)	25	4.00	100.00
20	pcs	Candy glass Bowl (big)	5	348.00	1,740.00
21	unit	Calculator	2	748.00	1,496.00
22	pads	Cash Voucher (8X5.5,1 ply ,50 sheets)	5	93.00	465.00
23	pcs	Coffee cup(w/ saucer,white,ceramic)	24	148.00	3,552.00
24	pcs	Cork Board (1.5' x 1.5')	1	1,058.00	1,058.00
25	pcs	Correction tape	5	43.00	215.00
26	unit	Cooler Box (35ltrs)	1	6,248.00	6,248.00
27	unit	Cooler Box (52ltrs)	1	8,593.00	8,593.00
28	pcs	Dinner Plate (white, ceramic)	36	143.00	5,148.00
29	sachet	Dishwashing liquid (375ml)	30	153.00	4,590.00
30	pcs	Disinfectant spray (170g,lemon)	5	373.00	1,865.00
31	pcs	Drinking Glass (wine)	12	143.00	1,716.00
32	pcs	Drinking Glass (regular)	36	133.00	4,788.00
33	pcs	Envelope(violet,long,expandable)	30	23.00	690.00
34	pcs	External hard drive (1TB)	2	3,998.00	7,996.00
35	sachet	Fabric Conditioner (230ML,antibac)	30	124.00	3,720.00
36	boxes	Fastener	10	48.00	480.00
37	sets	File rack organizer (3 layer)	5	598.00	2,990.00
38	pcs	File box organizer	10	233.00	2,330.00
39	pcs	Folder (long,violet,expandable,press board)	30	24.00	720.00
40	pcs	Folder (long,white)	50	6.40	320.00
Sub total no.1					119,794.00

(Total Amount in Words) Three hundred eighty six thousand seven hundred thirty four 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.

RENEO TRADING

Signature over Printed Name of Supplier

Date

Very truly yours,

MARILOU F. MORILLO

City Mayor

PURCHASE ORDER

CITY OF CALAPAN

Supplier: <u>RENEO TRADING</u> Address: _____ TIN: <u>735-752-559-000</u>	P.O. No.: <u>1779</u> Date: <u>10.18.24</u> Mode of Procurement: <u>small value</u> PR No./s: <u>1798</u>
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Gentlemen:

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

Place of Delivery: <u>CGC</u>	Delivery Term: <u>FOB Destination</u>
Date of Delivery: <u>within 30 days upon delivery of receipt</u>	Payment Term: <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
41	pcs	Folder (short,white)	50	5.60	280.00
42	pcs	Glue gun (big)	1	418.00	418.00
43	pcs	Glue stick (clear)	30	10.00	300.00
44	pcs	Keyboard	5	578.00	2,890.00
45	pcs	Kitchen towel (micro fiber)	24	53.00	1,272.00
46	pcs	Logbook (200 pages)	5	118.00	590.00
47	pcs	Logbook cover (violet)	20	13.00	260.00
48	pcs	Marker (permanent,black-fine)	10	64.00	640.00
49	pcs	Marker (permanent,black-broad)	10	64.00	640.00
50	pcs	Marker (whiteboard,Black)	10	94.00	940.00
51	pcs	Marker high lighter (assorted color)	10	43.00	430.00
52	pcs	Metal rack 5 layer(5x1.5x8ft)	1	12,398.00	12,398.00
53	pcs	Mobile pedestal	2	8,498.00	16,996.00
54	pcs	Mouse (black)	4	498.00	1,992.00
55	pcs	Mouse pad(black)	10	73.00	730.00
56	pcs	Multi-Purpose Glue (40L)	5	50.00	250.00
57	pcs	Multi-Purpose Glue (130L)	5	94.00	470.00
58	pcs	Name Plate Holder (acrylic,3x5 inches)	30	358.00	10,740.00
59	boxes	Paper clip (plastic coated,small)	10	23.00	230.00
60	boxes	Paper Clip (Big)	10	38.00	380.00
61	pcs	Fork (stainless)	24	53.00	1,272.00
62	pcs	Scissor (heavy duty)	4	248.00	992.00
63	boxes	Sign Pen (1.0,black,12's,broad/large)	10	1,048.00	10,480.00
64	boxes	Sign Pen (1.0,blue,12's,broad/large)	5	1,048.00	5,240.00
65	pcs	Soup bowl (white,ceramic)	16	118.00	1,888.00
66	pcs	Sponge	30	38.00	1,140.00
67	pcs	Spoon (stainless)	24	53.00	1,272.00
68	unit	Steel Filing Cabinet (4layer)	1	12,498.00	12,498.00
69	packs	Sticky notes (pls. sign here)	50	54.00	2,700.00
70	pads	Sticky notes (2"x2")	12	38.00	456.00
71	pads	Sticky notes (3"x3")	12	48.00	576.00
72	pcs	Storage Box (plastic,95L)	4	1,058.00	4,232.00
73	kilos	Sugar (white)	5	166.00	830.00
74	kilos	Sugar(washed)	10	138.00	1,380.00
75	unit	Table (coffee)	1	2,498.00	2,498.00
76	rolls	Tape- Double sided	5	48.00	240.00
77	rolls	Tape- scotch	10	33.00	330.00
78	rolls	Tissue Paper	48	16.50	792.00
79	boxes	Tissue paper (facial)	20	113.00	2,260.00
80	pcs	Tissue box holder	5	748.00	3,740.00
TOTAL					107,662.00

(Total Amount in Words) Three hundred eighty six thousand seven hundred thirty four pesos only.

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 Signature over Printed Name of Supplier

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Very truly yours,


MARILOU F. MORILLO
 City Mayor