

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: **GUHIT ARTS CENTER & SPORTING GOODS**  
 Address: **Calapan City, Oriental Mindoro**  
 P.O. No.: 0046  
 Date: 01.24.25  
 Mode of Procurement: **SHOPPING**  
 PR No./s: **0009**  
 TIN: 10377966200001

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


Place of Delivery: **DepEd Calapan**  
 Date of Delivery: **within thirty (30) days upon receipt of PO**  
 Delivery Term: **FOB Destination**  
 Payment Term: **N/60**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<b>DepEd Related Activities</b>					
<b>All Schools</b>					
<b>Project CHAMPS</b>					
<b>(Conduct of Division Level</b>					
1	pcs	<b>Medal - Gold</b> <i>(with DepEd Calapan City logo)</i>	49	52.00	2,548.00
2	pcs	<b>Medal - Silver</b> <i>(with DepEd Calapan City logo)</i>	49	52.00	2,548.00
3	pcs	<b>Medal - Bronze</b> <i>(with DepEd Calapan City logo)</i>	49	52.00	2,548.00
4	set	<b>Glass trophies</b> <i>Overall Champion, 2 Runner up, 3rd Runner up)</i>	2	6,450.00	12,900.00
5	pcs	<b>Certificate holder</b>	65	67.00	4,355.00
6	ream	<b>Bond paper, long, 70 gsm</b>	6	235.00	1,410.00
7	pcs	<b>Ordinary folder, long</b>	95	7.00	665.00
8	box	<b>Pencil No. 2</b>	7	47.00	329.00
9	pack	<b>Specialty paper, A4</b>	10	47.00	470.00
10	pcs	<b>Bath towel with special paper bag</b>	65	790.00	51,350.00

**(Total Amount in Words) Seventy Nine Thousand One Hundred Twenty Three Pesos Only** **79,123.00**

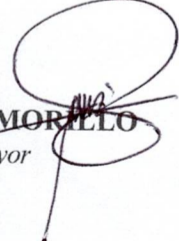
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

  
**GUHIT ARTS CENTER & SPORTING GOODS**  
 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