

PURCHASE ORDER

CITY OF CALAPAN

Supplier: Mentors General Merchandise	P.O. No.: <u>2145</u>
Address: Market Site, Brgy. Poblacion, Baco Or. Mindoro	Date: <u>11.22.24</u>
TIN: 304-581-416-000	Mode of Procurement: Small Value
	PR No./s: 2037

Gentlemen:

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

Place of Delivery: CAPDD	Delivery Term: FOB Destination
Date of Delivery: within _____ days upon receipt of P.O.	Payment Term: N/60


Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	Intel @CoreTM i5 Laptop (Pure Silver) Core 15-1235U/ 8GB DDR4 3200MHZ/ 512GBGB NVME PCIE SSD/INTEL UHD GRAPHICS/ 15.6" FHD IPS/ WINDOWS 11 HOME SL 64BIT / MS OFFICE HOME T 2021/ WEBCAM/WIFI/BT/LAN/ AUDIO PORT/UDB 3.0/HDMI/LAPTOP	1	49,798.00	49,798.00
2		INK for Printer - Black		839.00	1,678.00
		- Cyan		839.00	839.00
		- Magenta		839.00	839.00
		- Yellow		839.00	839.00
3		UPS 750VA		4,848.00	9,696.00
Total					63,689.00

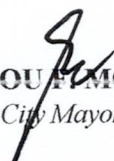
(Total Amount in Words) Sixty three thousand and six hundred eighty nine pesos only.

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:

Very truly yours,

fr. 
Mentors General Merchandise
Signature over Printed Name of Supplier
11.22.24
Date


MARILOU P. 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