

PURCHASE ORDER

CITY OF CALAPAN

| | |
|---|--------------------------------------|
| Supplier: <u>SUNRIZE CONSUMER GOODS TRADING</u> | P.O. No.: <u>0146</u> |
| Address: <u>Calapan City</u> | Date: <u>03.27.25</u> |
| TIN: _____ | Mode of Procurement: <u>shopping</u> |
| | PR No./s: <u>183</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 7 days upon delivery of receipt</u> | Payment Term: <u>N/60</u> |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|--------|--------------------------------------|----------|-----------|-------------------|
| 1 | btl | Alcohol (isopropyl, 70% sol., 250ml) | 24 | 133.00 | 3,192.00 |
| 2 | btl | Air Freshener (320ml, lemon) | 10 | 383.00 | 3,830.00 |
| 3 | bxs | Ballpen (violet, 0.5, gel pen, 12s) | 5 | 560.00 | 2,800.00 |
| 4 | bxs | Ballpen (friction, 0.5, 12s) | 3 | 343.00 | 1,029.00 |
| 5 | pcs | Ballpen organizer | 10 | 63.00 | 630.00 |
| 6 | pcs | Battery (AA4) | 24 | 73.00 | 1,752.00 |
| 7 | pcs | Battery (AAA4) | 20 | 69.00 | 1,380.00 |
| 8 | kilos | Brewed coffee | 20 | 678.00 | 13,560.00 |
| 9 | pcs | Broom | 2 | 248.00 | 496.00 |
| 10 | reams | Bondpaper (letter) | 25 | 320.00 | 8,000.00 |
| 11 | reams | Bondpaper (long) | 50 | 366.00 | 18,300.00 |
| 12 | pcs | Certificate holder (long) | 20 | 146.00 | 2,920.00 |
| 13 | pcs | Certificate holder (short) | 20 | 123.00 | 2,460.00 |
| 14 | pcs | Correction tape | 10 | 53.00 | 530.00 |
| 15 | bxs | Coffee (3 in 1) | 3 | 2,198.00 | 6,594.00 |
| 16 | packs | Creamer (400g) | 12 | 193.00 | 2,316.00 |
| 17 | pcs | Deodorizer (bathroom, 100g) | 20 | 73.00 | 1,460.00 |
| 18 | sachet | Detergent powder (sachet, 70g) | 50 | 33.00 | 1,650.00 |
| 19 | sachet | Dishwashing liquid (375ml) | 15 | 163.00 | 2,445.00 |
| 20 | pcs | Disinfectant spray (170g, lemon) | 10 | 383.00 | 3,830.00 |
| 21 | pcs | Dust pan (plastic) | 2 | 163.00 | 326.00 |
| 22 | pcs | Electric Stand Fan | 4 | 2,598.00 | 10,392.00 |
| 23 | pcs | Envelope (brown, long) | 500 | 7.00 | 3,500.00 |
| 24 | pcs | Envelope (brown, short) | 500 | 6.00 | 3,000.00 |
| 25 | pcs | Envelope (white, long) | 500 | 2.00 | 1,000.00 |
| 26 | pcs | Envelope (white, short) | 500 | 1.50 | 750.00 |
| 27 | pcs | Eraser | 10 | 33.00 | 330.00 |
| 28 | rolls | Garbage bag (25pcs/roll, medium) | 20 | 126.00 | 2,520.00 |
| 29 | rolls | Garbage bag (10pcs/roll, large) | 20 | 133.00 | 2,660.00 |
| 30 | btl | Liquid soap (225ml, handwash) | 15 | 127.00 | 1,905.00 |
| 31 | pcs | Mop (squeezer) | 2 | 363.00 | 726.00 |
| 32 | pc | Mop (tornado spin) | 1 | 1,648.00 | 1,648.00 |
| | | Sun total No. 1 | | | 107,931.00 |

(Total Amount in Words) One hundred seven thousand nine hundred thirty one 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.

Very truly yours,

SUNRIZE CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

Date

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

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| Date of Delivery: <u>within 7 days upon delivery of receipt</u> | Payment Term: N/60 |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|-------|--------------------------------------|----------|-----------|-------------------|
| 33 | pcs | Mop (refill) | 5 | 248.00 | 1,240.00 |
| 34 | pcs | Paper Cup | 2000 | 4.50 | 9,000.00 |
| 35 | btl | Polish (furniture,enchancing,330ml) | 10 | 448.00 | 4,480.00 |
| 36 | btl | Printer Ink-Black (003) | 10 | 433.00 | 4,330.00 |
| 37 | btl | Printer Ink- Cyan (003) | 5 | 433.00 | 2,165.00 |
| 38 | btl | Printer Ink- Magenta (003) | 5 | 433.00 | 2,165.00 |
| 39 | btl | Printer Ink -Yellow(003) | 5 | 433.00 | 2,165.00 |
| 40 | btl | Printer Ink- Black (664) | 10 | 433.00 | 4,330.00 |
| 41 | btl | Printer Ink- Cyan (664) | 5 | 433.00 | 2,165.00 |
| 42 | btl | Printer Ink-Magenta (664) | 5 | 433.00 | 2,165.00 |
| 43 | btl | Printer Ink-Yellow (664) | 5 | 433.00 | 2,165.00 |
| 44 | btl | Printer Ink-Black(BT D60) | 20 | 698.00 | 13,960.00 |
| 45 | btl | Printer Ink- Magenta (BT 5000) | 5 | 698.00 | 3,490.00 |
| 46 | btl | Printer Ink-Yellow (BT 5000) | 5 | 698.00 | 3,490.00 |
| 47 | btl | Printer Ink- Cyan (BT 5000) | 5 | 698.00 | 3,490.00 |
| 48 | pcs | Rug Mat | 20 | 83.00 | 1,660.00 |
| 49 | pcs | Ruler | 5 | 73.00 | 365.00 |
| 50 | pcs | Scissor(heavy Duty) | 5 | 248.00 | 1,240.00 |
| 51 | bxs | Sign Pen (0.5,black,12s,pigment ink) | 10 | 1,048.00 | 10,480.00 |
| 52 | pcs | Stamp pad | 4 | 122.00 | 488.00 |
| 53 | packs | Sticker paper (A4,Glossy) | 20 | 142.00 | 2,840.00 |
| 54 | packs | Sticky flag notes (Plas. Sign here) | 50 | 54.00 | 2,700.00 |
| 55 | pads | Sticky Note (3"x 4") | 12 | 58.00 | 696.00 |
| 56 | pads | Sticky Notes (3"x3") | 12 | 47.00 | 564.00 |
| 57 | kilos | Sugar (white) | 10 | 173.00 | 1,730.00 |
| 58 | kilos | Sugar (washed) | 10 | 153.00 | 1,530.00 |
| 59 | unit | Table(4 ft,plastic,folding) | 2 | 6,448.00 | 12,896.00 |
| 60 | rolls | Tape-double side (1" , big) | 10 | 63.00 | 630.00 |
| 61 | pcs | Tape Dispenser | 2 | 383.00 | 766.00 |
| 62 | rolls | Tape-(packing,clear) | 10 | 127.00 | 1,270.00 |
| 63 | rolls | Tape-Scotch (1",Big) | 20 | 50.00 | 1,000.00 |
| 64 | units | Trash bin (plastic, large) | 2 | 448.00 | 896.00 |
| | | Sub Total No. 2 | | | 102,551.00 |

(Total Amount in Words) One hundred two thousand five hundred fifty one 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.

Very truly yours,

SUNRIZE CONSUMER GOODS TRADING

Signature over Printed Name of Supplier

Date

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

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| Date of Delivery: <u>within 7 days upon delivery of receipt</u> | Payment Term: <u>N/60</u> |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|------------------------|-------|------------------------------|----------|-----------|-------------------|
| 65 | rolls | Tissue Paper (2ply) | 96 | 22.00 | 2,112.00 |
| 66 | packs | Tissue Paper (Table) | 60 | 133.00 | 7,980.00 |
| 67 | pcs | Toilet Brush (plastic) | 2 | 358.00 | 716.00 |
| 68 | btl | Toilet Cleaner (500ml) | 12 | 193.00 | 2,316.00 |
| 69 | unit | Uninterruptible power supply | 2 | 4,348.00 | 8,696.00 |
| 70 | unit | USB flash drive (16gb) | 5 | 478.00 | 2,390.00 |
| 71 | unit | USB flash drive (32gb) | 5 | 538.00 | 2,690.00 |
| 72 | unit | Vaccum cleaner | 1 | 8,298.00 | 8,298.00 |
| Sub total No. 1 | | | | | 107,931.00 |
| Sub total no. 2 | | | | | 102,551.00 |
| | | | | | 245,680.00 |

(Total Amount in Words) Two hundred forty five thousand six hundred eighty 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.

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