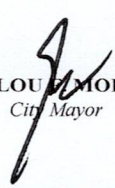


PURCHASE ORDER  
CITY OF CALAPAN

|                                                                                                                                                                                               |         |                                                                                                                        |          |           |            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|------------------------------------------------------------------------------------------------------------------------|----------|-----------|------------|
| Supplier: <u>KILLAZ GENERAL MERCHANDISE</u>                                                                                                                                                   |         | P.O. No.: _____                                                                                                        |          |           |            |
| Address: <u>CALAPAN CITY</u>                                                                                                                                                                  |         | Date: _____                                                                                                            |          |           |            |
| TIN: <u>472-193-512-000</u>                                                                                                                                                                   |         | Mode of Procurement: _____                                                                                             |          |           |            |
|                                                                                                                                                                                               |         | PR No./s: _____                                                                                                        |          |           |            |
| Gentlemen:<br>Please furnish this Office the following articles subject to the terms and conditions contained herein:                                                                         |         |                                                                                                                        |          |           |            |
| Place of Delivery: <u>CITY COLLEGE</u>                                                                                                                                                        |         | Delivery Term: <u>FOB Destination</u>                                                                                  |          |           |            |
| Date of Delivery: <u>within 30 days upon receipt of P.O.</u>                                                                                                                                  |         | Payment Term: <u>N/60</u>                                                                                              |          |           |            |
| Stock/<br>Property No.                                                                                                                                                                        | Unit    | Description                                                                                                            | Quantity | Unit Cost | Amount     |
| PROCUREMENT OF SUPPLIES AND MATERIALS FOR A.Y. 2025-2026                                                                                                                                      |         |                                                                                                                        |          |           |            |
| 1                                                                                                                                                                                             | reams   | Bond Paper long                                                                                                        | 60       | 299.25    | 17,955.00  |
| 2                                                                                                                                                                                             | reams   | Bond Paper short                                                                                                       | 60       | 279.25    | 16,755.00  |
| 3                                                                                                                                                                                             | pcs     | Transcript Paper                                                                                                       | 1500     | 29.25     | 43,875.00  |
| 4                                                                                                                                                                                             | pcs     | Marker black (pentel pen)                                                                                              | 10       | 74.25     | 742.50     |
| 5                                                                                                                                                                                             | pcs     | Pencil                                                                                                                 | 10       | 74.25     | 742.50     |
| 6                                                                                                                                                                                             | boxes   | Ballpen hi-tecpoint grip, black                                                                                        | 2        | 499.25    | 998.50     |
| 7                                                                                                                                                                                             | btls    | Glue, 130g                                                                                                             | 10       | 74.25     | 742.50     |
| 8                                                                                                                                                                                             | boxes   | Ballpen, 0.5mm black(my-gel)                                                                                           | 2        | 449.25    | 898.50     |
| 9                                                                                                                                                                                             | boxes   | Ballpen, 0.5mm green(my-gel)                                                                                           | 2        | 449.25    | 898.50     |
| 10                                                                                                                                                                                            | boxes   | Ballpen, retractable (50"s)                                                                                            | 3        | 449.25    | 1,347.75   |
| 11                                                                                                                                                                                            | pcs     | High lighter, green                                                                                                    | 6        | 69.25     | 415.50     |
| 12                                                                                                                                                                                            | pcs     | Brown Envelope (long)                                                                                                  | 1000     | 6.25      | 6,250.00   |
| 13                                                                                                                                                                                            | pcs     | Brown Envelope (short)                                                                                                 | 1000     | 5.25      | 5,250.00   |
| 14                                                                                                                                                                                            | box     | Mailing Envelope, long (white)                                                                                         | 1        | 449.25    | 449.25     |
| 15                                                                                                                                                                                            | bundles | White Folder long, 100"s                                                                                               | 6        | 719.25    | 4,315.50   |
| 16                                                                                                                                                                                            | pcs     | Record Book, 300 pages                                                                                                 | 6        | 179.25    | 1,075.50   |
| 17                                                                                                                                                                                            | pcs     | Desktop Paper Tray Organizer                                                                                           | 4        | 399.25    | 1,597.00   |
| 18                                                                                                                                                                                            | pcs     | Scissors                                                                                                               | 5        | 199.25    | 996.25     |
| 19                                                                                                                                                                                            | pcs     | Pressboard expanding file folder, long (green)                                                                         | 50       | 29.25     | 1,462.50   |
| 20                                                                                                                                                                                            | pcs     | Scotch Tape. "1"                                                                                                       | 10       | 39.25     | 392.50     |
| 21                                                                                                                                                                                            | rolls   | Double sided tape 18mm x 10m                                                                                           | 10       | 249.25    | 2,492.50   |
| 22                                                                                                                                                                                            | rolls   | Packaging Tape, clear                                                                                                  | 10       | 64.25     | 642.50     |
| 23                                                                                                                                                                                            | pcs     | Correction Tape 12 Meters                                                                                              | 10       | 349.25    | 3,492.50   |
| 24                                                                                                                                                                                            | pcs     | Sticker Paper, 10"s                                                                                                    | 15       | 69.25     | 1,038.75   |
| 25                                                                                                                                                                                            | pcs     | Photo Paper, 10"s                                                                                                      | 10       | 79.25     | 792.50     |
| 26                                                                                                                                                                                            | pcs     | Ink Refill for EPSON 664, Black                                                                                        | 10       | 399.25    | 3,992.50   |
| 27                                                                                                                                                                                            | pcs     | Ink Refill for EPSON 003, Black                                                                                        | 30       | 399.25    | 11,977.50  |
| 28                                                                                                                                                                                            | pcs     | Ink Refill for EPSON 003, Yellow                                                                                       | 10       | 399.25    | 3,992.50   |
| 29                                                                                                                                                                                            | pcs     | Ink Refill for EPSON 003, Cyan                                                                                         | 10       | 399.25    | 3,992.50   |
| 30                                                                                                                                                                                            | pcs     | Ink Refill for EPSON 003, Magenta                                                                                      | 10       | 399.25    | 3,992.50   |
| 31                                                                                                                                                                                            | pcs     | Notarial Seal No. 24                                                                                                   | 10       | 99.25     | 992.50     |
| 32                                                                                                                                                                                            | pc      | Paper Cutter Board with ruler A4, wood base Heavy Duty, 10x 12                                                         | 1        | 699.25    | 699.25     |
| 33                                                                                                                                                                                            | boxes   | Paper Clip, small 30mm                                                                                                 | 10       | 24.25     | 242.50     |
| 34                                                                                                                                                                                            | boxes   | Paper Clip, big 50mm                                                                                                   | 10       | 34.25     | 342.50     |
| 35                                                                                                                                                                                            | boxes   | Binder Clips, "3/4"                                                                                                    | 10       | 34.25     | 342.50     |
| 36                                                                                                                                                                                            | boxes   | Binder Clips, "2"                                                                                                      | 10       | 64.25     | 642.50     |
| 37                                                                                                                                                                                            | boxes   | Binder Clips, "1 5/8"                                                                                                  | 10       | 44.25     | 442.50     |
| 38                                                                                                                                                                                            | boxes   | Push pins                                                                                                              | 10       | 29.25     | 292.50     |
| 39                                                                                                                                                                                            | boxes   | Staple Wire No. 35-5m                                                                                                  | 12       | 77.25     | 927.00     |
| 40                                                                                                                                                                                            | boxes   | Disposable Rubber band, 90g                                                                                            | 2        | 199.25    | 398.50     |
| 41                                                                                                                                                                                            | pcs     | ruler 12"                                                                                                              | 6        | 34.25     | 205.50     |
| 42                                                                                                                                                                                            | pcs     | USB – 16GB                                                                                                             | 4        | 349.25    | 1,397.00   |
| 43                                                                                                                                                                                            | pcs     | USB – 32GB                                                                                                             | 4        | 649.25    | 2,597.00   |
| 44                                                                                                                                                                                            | btls    | Alcohol 70% solution                                                                                                   | 3        | 699.25    | 2,097.75   |
| 45                                                                                                                                                                                            | pcs     | Ledger File Arc - 31 Long 3" Horizontal                                                                                | 12       | 249.25    | 2,991.00   |
| TOTAL                                                                                                                                                                                         |         |                                                                                                                        |          |           | 158,176.50 |
| (Total Amount in Words) One hundred fifty eight thousand one hundred seventy six & 50/100                                                                                                     |         |                                                                                                                        |          |           |            |
| 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,                                                                                                      |          |           |            |
| <br>KILLAZ GENERAL MERCHANDISE<br>Signature over Printed Name of Supplier                                  |         | <br>MARILOU MORILLO<br>City Mayor |          |           |            |
| Date                                                                                                                                                                                          |         |                                                                                                                        |          |           |            |
| (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     |           |            |