

PURCHASE ORDER

CITY OF CALAPAN

Supplier: **JIH SPECIALIZED GOODS TRADING**
 Address: **CALAPAN CITY**
 TIN: **717-296-441-000**

P.O. No.: **0951**
 Date: **Dec-27-25**
 Mode of Procurement: **Small value**
 PR No./s: **0814**

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

Place of Delivery: **CITY COLLEGE**
 Date of Delivery: **within 30 days upon receipt of P.O.**

Delivery Term: **FOB Destination**
 Payment Term: **N/60**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
CITY COLLEGE OF CALAPAN 14th COMMENCEMENT EXERCISES July 4, 2025					
1	pcs	Flashdrive 16gb			
2	pcs	USB Hub	3	647.00	1,941.00
3	set	Epson Printer Ink 003-CMYK (black, cyan, yellow, magenta)	2	247.00	494.00
4	bottle	Epson ink 003 (black)	5	1,797.00	8,985.00
5	ream	Vellum board long	10	397.00	3,970.00
6	pack	Sticker paper (glossy) 10's	2	577.00	1,154.00
7	ream	Bond paper A4	20	97.00	1,940.00
8	ream	Bond paper Long	3	347.00	1,041.00
9	pcs	Magazine rack (for diploma organizer)	3	397.00	1,191.00
10	pcs	Laminating Film long (100 pcs)	30	547.00	16,410.00
11	pcs	Ruler (clear)	130	15.00	1,950.00
12	pcs	ID lace (for usherette, and official photographer)	5	27.00	135.00
13	pcs	Ready Made Lei for VIP	40	17.00	680.00
14	pcs	Ready Made Lei for non -VIP	12	697.00	8,364.00
15	bundle	Glue Stick	20	452.00	9,040.00
16	roll	Masking Tape "1	1	197.00	197.00
17	pcs	Double sided tape	5	47.00	235.00
18	pcs	Certificate holder (long) (8.5 x 13)	3	32.00	96.00
19	bottle	Clear Gloss Wood varnish 2 liters	22	97.00	2,134.00
20	can	Boysen Quick Dry Enamel Paint (for wood) black and maroon (1 each) ¼ liter can	1	497.00	497.00
21	pcs	Paint brush	2	397.00	794.00
		Cleaning Materials	2	197.00	394.00
22	btl	Antibacterial Liquid Soap 1 liter			
23	gal	Bleaching liquid	5	247.00	1,235.00
24	tin	Disinfectant Spray 510g, orange scent	5	297.00	1,485.00
25	pack	Soap powder detergent 1kg.	3	797.00	2,391.00
26	btl	Handwash Liquid Soap 250ml	5	257.00	1,285.00
27	btl	Fabric conditioner 25ml	5	347.00	1,735.00
28	packs	Table napkins tissue	5	247.00	1,235.00
29	bundle	Table rugs, white	5	97.00	485.00
30	packs	Garbage bag, biodegradable, 10's, big/large	5	197.00	985.00
31	packs	Garbage bag, biodegradable, 10's, small	10	182.00	1,820.00
32	rolls	Tissue, 3-ply, individually wrapped	10	147.00	1,470.00
			10	75.00	750.00
TOTAL					76,518.00

(Total Amount in Words) Seventy six thousand five hundred eighteen 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:

JIH SPECIALIZED GOODS 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