

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <b>MENTORS GENERAL MERCHANDISE</b>	P.O. No.: <u>0941</u>
Address: <b>CALAPAN CITY</b>	Date: <u>05-23-25</u>
TIN: <u>304-587-416-0000</u>	Mode of Procurement: <u>Small value</u>
Gentlemen:	

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

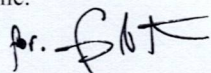
Place of Delivery: <b>CITY COLLEGE</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <u>within 30 days upon receipt of P.O.</u>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
<div>COMMUNITY NEEDS ASSESSMENT/NSTP OFFICE SUPPLIES</div> <div>May 30, 2025</div>					
1	set	Portable Tripod Projector Screen (60"x60")	1	4,990.00	4,990.00
2	pc	Office Chair	1	7,990.00	7,990.00
3	pc	Vertical Filing Cabinet with plastic divider 4 layers	1	13,990.00	13,990.00
4	pcs	X-Stand for 2x5 ft. tarpaulin	4	998.00	3,992.00
5	unit	<div>Wi-Fi All-in-one</div> <div>Printer/Print, Scan, Copy, and Fax</div> <div>Print up to 28 IPM(Mono and Color)</div> <div>Automatic 2-Sided Printing A3</div> <div>1 Sided Scan, Copy, and Fax A3</div> <div>Print Resolution up to 1200 x 4800 DPI</div> <div>Wired and Wireless LAN and Wi-Fi Direct</div> <div>50 Sheet Automatic Document Feeder A3</div> <div>A3 Multi- Function Inkjet Printer</div>	1	29,990.00	29,990.00
6	set	Ink Set for All in one Printer	3	1,498.00	4,494.00
TOTAL					65,446.00

(Total Amount in Words) **Sixty five thousand four hundred forty six 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:




MENTORS GENERAL MERCHANDISE

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