

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <u>ESEC Office Supplies and Equipment Trading</u> Address: <u>Calapan City</u> TIN: <u>272 650 786</u>		P.O. No.: <u>1088</u> Date: <u>08.01.25</u> Mode of Procurement: <u>Small Value</u> PR No./s: <u>1108</u>	
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:			
Place of Delivery: <u>CHRMD</u> Date of Delivery: <u>within seven (7) days upon receipt of P.O.</u>		Delivery Term: <u>FOB Destination</u> Payment Term: <u>N/60</u>	

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Printer -Brother DCP-T830DW Specs: Print, Scan, Copy Printer Type Inkjet Printer Print Speed Up to 17.0 ipm (Mono) / Up to 16.5 ipm (Colour) Print Resolution Up to 1200 x 6000 dpi SN: 83560-D5H943503 SN: 83560-D5H943523 SN: 83560-D5H943587	3	20,790.00	62,370.00
1	pc	Router - Ruijie Reycee Specs: RG-EW1200G PRO 1300M Dual-band Gigabit Wireless Router, antennas 6, max wifi speed 2.4ghz 6dBi 5ghz 867 dBi SN: ZAT42XX020521	1	3,340.00	3,340.00
1	pc	Camera Canon EOS 3000D Specs: 18mp aps-c size CMOS sensor & digic 4+image processor -wifi supported SN: 2969C008	1	34,990.00	34,990.00
1	pc	Vertical Filing cabinet with lock, 4 layer	1	13,490.00	13,490.00
1	pcs	Folder, pressboard, blue	1000	25.80	25,800.00
1	box	Ballpen, V10 Grip, blue (PILOT)	1	1,090.00	1,090.00
1	box	Ballpen, V7 Grip, blue (PILOT)	1	1,090.00	1,090.00
1	sets	Ink for brother ink t830 dw Black, Cyan, Magenta, Yellow	4	2,338.00	9,352.00
<b>(Total Amount in Words) One hundred fifty one thousand five hundred twenty two pesos only</b>					<b>151,522.00</b>

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:

ESEC Office Supplies and Equipment Trading  
 Signature over Printed Name of Supplier

\_\_\_\_\_  
 Date

Very truly yours,

**ATTY. DOY C. LEACHON**  
 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