

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: **ESEC Office Supplies and Equipment Trading**

Address: **CALAPAN CITY**

TIN: **272-650-786-00000**

P.O. No.: 1055

Date: 07.29.25

Mode of Procurement: **Small Value**

PR No./s: 1073

Gentlemen:

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

Place of Delivery: **City Government of Calapan**

Date of Delivery: **within thirty (30) days upon receipt of P.O**

Delivery Term: **FOB Destination**

Payment Term: **N/60**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	pc	Antivirus, 3 users	1	2,190.00	2,190.00
	pcs	Card Printer Ribbon Pack, 400Prints	3	11,998.00	35,994.00
	bxs	Continuous Paper, 3 ply, carbonless, 9.5 x 1	5	1,570.00	7,850.00
	pcs	Computer keyboard, USB type/port	3	998.00	2,994.00
	pc	Computer keyboard, Mini USB	1	998.00	998.00
	unit	Computer monitor, 21" wide	1	7,790.00	7,790.00
	pc	Computer mouse, USB	1	538.00	538.00
	bxs	Computer Ribbon, Epson LQ310	10	190.00	1,900.00
	bxs	Computer Ribbon, Epson LX310	5	166.00	830.00
	pc	Crimping Tools, heavy duty	1	798.00	798.00
	pc	Hard drive, external, 1TB	1	4,790.00	4,790.00
	pc	Hard drive, SSD for laptop	1	5,490.00	5,490.00
	btls	Ink for Canon #790, black	5	548.00	2,740.00
	btls	Ink refill for Brother BT D60, black	50	839.80	41,990.00
	btls	Ink refill for Brother BT5000, cyan	19	839.80	15,956.20
	btls	Ink refill for Brother BT5000, magenta	19	839.80	15,956.20
	btls	Ink refill for Brother BT5000, yellow	22	839.80	18,475.60
	btls	Ink refill for Epson 008, black	2	498.00	996.00
	btls	Ink refill for Epson 008, colored	3	498.00	1,494.00
	btls	Ink refill for Epson 664, black	26	449.80	11,694.80
	btl	Ink refill for Epson 664, cyan	1	449.80	449.80
	btls	Ink refill for Epson 664, magenta	2	449.80	899.60
	btls	Ink refill for Epson 664, yellow	2	449.80	899.60
	btls	Ink refill for Epson 003, black	66	449.80	29,686.80
	btls	Ink refill for Epson 003, cyan	37	449.80	16,642.60
<b>Sub-total 1</b>					<b>230,043.20</b>

(Total Amount in Words)

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



**PURCHASE ORDER**  
**CITY OF CALAPAN**

<b>Supplier:</b> <u>ESEC Office Supplies and Equipment Trading</u> <b>Address:</b> <u>CALAPAN CITY</u>  <b>TIN:</b> <u>272-650-786-00000</u>	<b>P.O. No.:</b> <u>1055</u> <b>Date:</b> <u>07.29.25</u> <b>Mode of Procurement:</b> <u>Small Value</u> <b>PR No./s:</b> <u>1073</u>
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<b>Place of Delivery:</b> <u>City Government of Calapan</u> <b>Date of Delivery:</b> <u>within thirty (30) days upon receipt of P.O</u>	<b>Delivery Term:</b> <u>FOB Destination</u> <b>Payment Term:</b> <u>N/60</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	btls	Ink refill for Epson 003, magenta	20	449.80	8,996.00
	btls	Ink refill for Epson 003, yellow	21	449.80	9,445.80
	pc	Memory RAM, 8 GB	1	448.00	448.00
	unit	Printer, print/scan/copy/WiFi Ready, with long feeder	1	16,490.00	16,490.00
	unit	Printer, print/scan/copy/fax/wifi (Epson)	1	18,890.00	18,890.00
	units	Router, wireless, AC1300 DualBand Gigabit	2	2,990.00	5,980.00
	btls	Toner 2380	2	1,875.00	3,750.00
	set	Toner for Brother MFC-L3770cdw, CYMK	1	3,590.00	3,590.00
	units	Uninterrupted Power Supply, 750VA	2	4,790.00	9,580.00
	btls	Universal Ink, 1000ml, black	2	958.00	1,916.00
	btl	Universal Ink, 1000ml, cyan	1	958.00	958.00
	btl	Universal Ink, 1000ml, yellow	1	958.00	958.00
	pcs	USB flash drive, 32gb	3	634.00	1,902.00
	pcs	USB flash drive, 64gb	2	748.00	1,496.00
Sub-total 2					84,399.80
Sub-total 1					230,043.20
					<b>314,443.00</b>

**(Total Amount in Words) THREE HUNDRED FOURTEEN THOUSAND FOUR HUNDRED FORTY THREE 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:

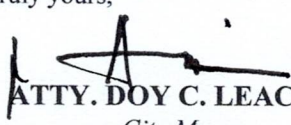


**ESEC Office Supplies and Equipment Trading**  
Signature over Printed Name of Supplier

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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.)

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Secretary to the Sanggunian

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Date