

# PURCHASE ORDER

## ORMOC CITY



**ORM F9-PO**  
Rev. 1, Effective February, 2023

Reference # : 233743

**ALVI MARKETING**  
Alegria, Ormoc City

P.O. # : 231457  
Date : DEC 19 2023

Mode of Procurement :

**SHOPPING (b)**

Tel. # 255-3130  
T.I.N. 113 508 248 000

P.R. # : 232470

Gentlemen :

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

Place of Delivery : **CITY COLLEGE OF ORMOC** Delivery Term **20 CALENDAR DAYS**  
Contract Name : **PROCUREMENT OF OFFICE SUPPLIES FOR THE CITY COLLEGE OF ORMOC**

Date of Delivery :   /  /  

Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
<i>Balance Forwarded &gt;&gt;&gt;</i>					
*					
1	25.	pc	Ink, PRINTER for EPSON L6490, Black 008	1,300.00	32,500.00
2	8.	pc	Ink, PRINTER for EPSON L6490, Cyan 008	995.00	7,960.00
3	8.	pc	Ink, PRINTER for EPSON L6490, Magenta 008	995.00	7,960.00
4	8.	pc	Ink, PRINTER for EPSON L6490, Yellow 008	995.00	7,960.00
			Items # 1-4 For the Existing EPSON L6490 Printer (Genuine)		-
5	20.	pc.	Pen, Permanent Marker, Broad (blue)	45.00	900.00
6	20.	pc.	Pen, Permanent Marker, Broad (black)	45.00	900.00
7	50.	pc.	Pen, Sign Pen G-2 0.5 (red)	85.00	4,250.00
8	3.	pc.	Stapler, w/ Staple Remover	350.00	1,050.00
9	20.	pc.	Cartolina, Blue	10.00	200.00
10	1.	ream	Paper, sticker (long) (ream)	450.00	450.00
11	100.	pc.	Envelope, Plastic (Long)	30.00	3,000.00
12	1.	unit	Printer	15,500.00	15,500.00
			All-in-One- Printer		-
			TECHNICAL SPECIFICATIONS		-
			Functions: Print, Copy, Scan		-
			Print Speed Black: Up to 11 ppm		-
			Print Speed Color: Up to 5 ppm		-
			Duty Cycle (Monthly, A4): Up to 1000 pages		-
			Display: 7 segment + 2-inch icon display		-
			Processor Speed: 1.2 GHz		-
				<b>SubTotal &gt;&gt;&gt;</b>	<b>82,630.00</b>
				<b>As READ &gt;&gt;&gt;</b>	

When the Supplier fails to satisfactory deliver any or all of the Goods and/or perform the Services within the specified delivery schedule, inclusive of duly, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay liquidated damages, not by way of penalty, an amount equal to one tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay **until such goods are finally delivered and accepted**. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. (GPPB Res. No. 02-2020)

Conforme:

**ALVI MARKETING**

(Signature over printed name)

(Date) 12/21/2023

Very truly yours,

**LUCY TORRES GOMEZ**  
City Mayor  
(Authorized Official)

In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.:

Certified Correct:

Date:

Secretary to the Sanggunain

ADMIN-BAC-OOR-58



*D*

# PURCHASE ORDER

ORMOC CITY



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Reference # : 233743

Supplier **ALVI MARKETING**  
Address Brgy. Alegria, Ormoc City  
Tel. # 255-3130  
T.I.N. 113 508 248 000

P.O. # : 231457  
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Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
*				<i>Balance Forwarded &gt;&gt;&gt;</i>	
			Memory Standard: 256 MB; Integrated Memory Copy Resolution (Black Text): Up to 300 dpi Copy Resolution (Color Text): Up to 300 dpi NOTE : ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATION OR ITS EQUIVALENT OR HIGHER ANS MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEMS AND WITH WARRANTY  -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-		-
Eighty Two Thousand Six Hundred Thirty Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>82,630.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>82,630.00</b>

When the Supplier fails to satisfactory deliver any or all of the Goods and/or perform the Services within the specified delivery schedule, inclusive of duly, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay liquidated damages, not by way of penalty, an amount equal to one tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. (GPPB Res. No. 02-2020)

Conforme:

**ALVI MARKETING**

(Signature over printed name)

(Date) 12/29/2023

Very truly yours,

**LUCY TORRES GOMEZ**  
City Mayor  
(Authorized Official)

In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.:

Certified Correct:

Date:

Secretary to the Sanggunain

ADMIN-BAC-OOR-58



*Handwritten mark*