

# PURCHASE ORDER

ORMOC CITY



**ORM F9-PO**

Rev. 1, Effective February, 2023

Reference # : 234313

Supplier **E GARAGE GENERAL MERCHANDISE**  
 Address 12J Navarro St Ormoc City  
 Tel. # 053 561 0038  
 T.I.N. 166 552 629 000

P.O. # : 231486  
 Date : DEC 19 2023  
 Mode of Procurement : **NEGOTIATED - SVP**  
 P.R. # : 232856

Gentlemen :

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

Place of Delivery : **CITY MAYOR'S OFFICE** Delivery Term **10 CALENDAR DAYS**  
 Contract Name : **SUPPLY AND DELIVERY OF LGU CALENDAR 2024 FOR THE CITY MAYOR'S OFFICE**

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	1.	lot	Supply and Delivery of LGU Calendar 2024 Size: Width - 18 inches; Height 24 inches Printing: Hi-quality Full Colored Printing Quantity: 15,000 as per approved lay-out and design  -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-	999,900.00	999,900.00
Nine Hundred Ninety Nine Thousand Nine Hundred Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>999,900.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>999,900.00</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)

Very truly yours,

Conforme:

**E GARAGE GENERAL MERCHANDISE**

(Signature over printed name)

(Date)

*Dec 29 / 2023*

*[Signature]*  
**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

