

# PURCHASE ORDER

ORMOC CITY



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

Reference # : 234372

Supplier	ISABEL GATUSLAO GRAPHIC DESIGN	P.O. # :	231501
Address	2378 C.L. Montelibano Drive Villamonte Bacolod City 6100	Date :	DEC 28 2023
Tel. #	0944345701	Mode of Procurement :	NEGOTIATED - SVP
T.I.N.	226-651-912-000	emagrace_bandada@yahoo.c	P.R. # : 232875

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 **15 CALENDAR DAYS**  
Contract Name : **PROCUREMENT OF LGU YEAR-END POSTCARDS 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	LGU Year-End Postcards (Printing & Production) 1.) LGU YEAR END POSTCARDS Quantity: 1800pcs Paper Material: Old Mill Bianco 190gsm (Frame Front) Paper Material: Old Mill Bianco 250gsm (Folded Card) Size: 250mm x 175mm (Spread) Printing: Full Color Finishing & Others: Custom Diecut with photo frame cut out Mounting of 2 Cards Folding and Scoring 2.) LGU YEAR-END POSTCARD ENVELOPES (PRINTING & PRODUCTION) Size: 245 x 245 mm (Spread) Size 188 x 133 mm (Closed) Material: Old Bianco 190gsm (Frame Front) Printing: Full Color Finishing & Others: Custom Diecut, Folding & Scoring Envelope Liner Material Paper Material: Painted Nail Bar Insider Club Membership 70gsm Size: 166 x 171 mm No printing Mount to envelope inclusive Shipping Costs see attach sample	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)

Conforme:   ISABEL GATUSLAO GRAPHIC DESIGN (Signature over printed name)	Very truly yours,   LUCY TORRES GOMEZ City Mayor (Authorized Official)
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(Date) **29 December 2023**

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:

Secretary to the Sanggunain

Date:

ADMIN-BAC-OOR-58



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