

# PURCHASE ORDER

ORMOC CITY



**ORM F9-PO**

*Rev. 1, Effective February, 2023*

Reference # : 234583

Supplier **ISABEL GATUSLAO GRAPHIC DESIGN**  
 Address **2378 C.L. Montelibano Drive Villamonte Bacolod City 6100**  
 Tel. # **0944345701**  
 T.I.N. **226-651-912-000**

P.O. # : **240039**  
 Date : **JAN 15 2024**  
 Mode of Procurement : **NEGOTIATED - SVP**  
 P.R. # : **232986**

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 : **PRINTING OF GENERIC CERTIFICATE TEMPLATES 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	Printing of Generic Certificate Template Quantity: 2000pcs Letterhead Size: 8.5in x 11in Material: 135gsm Colourplan Cool Blue Finishing: Gold Foil + Embossing pls. see attachs sample  -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)

Conforme:   
  
**MAMA ISABEL SILVOS GATUSLAO**  
**ISABEL GATUSLAO GRAPHIC DESIGN**  
 (Signature over printed name)

Very truly yours,  
  
**LUCY TORRES GOMEZ**  
 City Mayor  
 (Authorized Official)

(Date) 08 MARCH 2024

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

Approved per Sangguniang Resolution No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Certified Correct: \_\_\_\_\_ Secretary to the Sanggunain