

PURCHASE ORDER

ORMOC CITY



ORM F9-PO

Rev. 1, Effective February, 2023

Reference # : 234483 ✓

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

P.O. # : 240051 ✓

Date : JAN 15 2024

Mode of Procurement :

SHOPPING (b) ✓

P.R. # : 232922 ✓

Gentlemen :

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

Place of Delivery : **SANGGUNIANG PANLUNGSOD** Delivery Term **30 CALENDAR DAYS** ✓

Contract Name : **PROCUREMENT OF OFFICE SUPPLIES FOR THE SANGGUNIANG PANLUNGSOD**

Date of Delivery : / /

Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
*	<i>Balance Forwarded >>></i>				
1	150.	ream	Paper, Bond Long 80gsm	300.00	45,000.00
2	50.	ream	Paper, Bond (A4) subs. 20 FOR YEAR 2024 -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-	290.00	14,500.00
				TOTAL (Cost as Calculated)>>>	59,500.00
Fifty Nine Thousand Five Hundred Pesos Only				As READ >>>	59,500.00

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,

LEO CARMELO J. LOCSIN, SR.
 City Vice Mayor
 (Authorized Official)

Conforme:

ALVI MARKETING

(Signature over printed name)

(Date) 01 - 26 - 24

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

