

# PURCHASE ORDER

ORMOC CITY



**ORM F9-PO**

Rev. 1, Effective February, 2023

Reference # : 244685

Supplier: VICTORIA GLOBAL VENTURES  
 Address: Brgy. Naga-naga, Palo, Leyte  
 Tel. #  
 T.I.N. 404-359-425-000

P.O. # : 240079  
 Date : JAN 31 2024  
 Mode of Procurement : SHOPPING (b)  
 P.R. # : 240034

Gentlemen :

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

Place of Delivery : **ORMOC CITY TOURISM OFFICE** Delivery Term **30 CALENDAR DAYS**  
 Contract Name : **PROCUREMENT OFFICE SUPPLIES FOR THE ORMOC CITY TOURISM 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	60.	ream	Paper, Bond, Multicopy (A4) 210mm x 297mm 80gsm	250.00	15,000.00
2	20.	pad	Paper, Note pad (3" x 4")	50.00	1,000.00
3	20.	box	Clip, Binder 1 1/4 (box)	54.00	1,080.00
4	20.	box	Clip, Binder 2 inches (box)	79.00	1,580.00
5	10.	pc	SCISSOR - big	150.00	1,500.00
6	30.	pck	Sticky Flags (SIGN HERE)	65.00	1,950.00
7	50.	pck	Stick on Notes (2 x 1 1/2)	25.00	1,250.00
8	10.	pc	Storage Box (sturdy corrugated, collapsible with lid, 9.5x10x15inches)	180.00	1,800.00
9	500.	pc.	Pen, Ballpoint (black)	15.00	7,500.00
10	300.	pc.	Pen, Ballpoint (blue)	15.00	4,500.00
11	100.	pc.	Pen, Permanent Marker, Broad (black)	55.00	5,500.00
12	50.	pc.	Pen, Permanent Marker, Broad (blue)	55.00	2,750.00
13	30.	pc.	Pen, Permanent Marker, Broad (red)	55.00	1,650.00
14	200.	pc.	Pen, Sign Pen G-1 0.5 (black)	40.00	8,000.00
15	150.	pc.	Pen, Sign Pen G-1 0.5 (blue)	40.00	6,000.00
				<b>SubTotal &gt;&gt;&gt;</b>	<b>61,060.00</b>
				<i>As READ &gt;&gt;&gt;</i>	

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 duty, inclusive of duty 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,

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

Conforme:

**VICTORIA GLOBAL VENTURES**  
 (Signature over printed name)

(Date) **FEB. 14, 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

ADMIN-BAC-OOR-58



*Fdg*

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Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
				<i>Balance Forwarded &gt;&gt;&gt;</i>	
*					61,060.00
16	50.	pc.	Pen, White Board Marker (black), felt tip, bullet tip, non-toxic	60.00	3,000.00
17	50.	pc.	Pen, White Board Marker (blue), felt tip, bullet tip, non-toxic	60.00	3,000.00
18	20.	pc.	Book, Record Book, 500pp (8.5x11)	350.00	7,000.00
19	50.	sm. bx.	Clip, Paper, Plastic Coated (small)	25.00	1,250.00
20	500.	pc.	Envelope, Brown (Long)	6.00	3,000.00
21	100.	pc.	Envelope, Brown (Short)	5.00	500.00
22	200.	pc.	Envelope, Expanding (Long)	20.00	4,000.00
23	200.	pc.	Envelope, Plastic (Long)	25.00	5,000.00
24	100.	box	Fastener, Paper, Plastic Coated	45.00	4,500.00
25	60.	ream	Paper, Bond, (Legal) subs. 20	270.00	16,200.00
26	30.	pc	Tagboard (1/4)	15.00	450.00
27	30.	pc	Tag Board 1/2	24.00	720.00
28	2.	unit	Board, Cork 2ft x 3ft w/ aluminum frame	3,500.00	7,000.00
29	300.	pc	Folder, Blue (Long)	10.00	3,000.00
30	50.	pc	Correction, Tape 20m x 5mm	60.00	3,000.00
31	10.	pc.	Stapler, w/ Staple Remover	649.00	6,490.00
32	200.	pack	Paper, Special (pack)	180.00	36,000.00
				<b>SubTotal &gt;&gt;&gt;</b>	<b>165,170.00</b>
				<b>As READ &gt;&gt;&gt;</b>	

When the Supplier fails to satisfactorily deliver any or all of the Goods and/or perform the Services within the specified delivery schedule, inclusive of duty, 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)

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 City Mayor  
 (Authorized Official)

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 (Signature over printed name)

(Date) FEB. 14, 2024

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Approved per Sangguniang Resolution No.:

Certified Correct:

Secretary to the Sanggunain

Date:

ADMIN-BAC-OOR-58



*[Handwritten mark]*

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<i>Balance Forwarded &gt;&gt;&gt;</i>					165,170.00
33	200.	pack	(plain white, long) Paper, Special (pack) (plain white, short/A4)	180.00	36,000.00
34	2.	pc	Sharpener, single cutterhead - manual rotary sharpener	750.00	1,500.00
35	200.	pc	Notebook, Stenographer, Spiral 40 Leaves	35.00	7,000.00
36	40.	roll	Tape, Duct 2"	520.00	20,800.00
37	100.	pack	Paper, Photo (long)	250.00	25,000.00
38	5.	pc	Clear Book, Long (asstd. color)	200.00	1,000.00
39	2.	pc	Board, White Aluminum Frame (2x3 ft)	1,300.00	2,600.00
40	2.	unit	Paper Cutter, Wooden Heady Duty (12x15) -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-	4,000.00	8,000.00
				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>267,070.00</b>
Two Hundred Sixty Seven Thousand Seventy Pesos Only				<b>As READ &gt;&gt;&gt;</b>	<b>267,070.00</b>

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Certified Correct:

Secretary to the Sanggunain

*Lucy Torres Gomez*  
**LUCY TORRES GOMEZ**  
City Mayor  
(Authorized Official)

ADMIN-BAC-OOR-58



*Handwritten mark*