

# PURCHASE ORDER

ORMOC CITY



ADMIN-BAC Form 8  
Rev. 2, Jan. 1, 2024

Reference # : 244910

Supplier **ELITE MARKETING**  
Address Bonifacio St(s)., District 9, Ormoc City  
Tel. # 09088146461  
T.I.N. 291 428 151 005

P.O. # : 240112  
Date : ~~FEB 09 2024~~ FEB 08 2024  
Mode of Procurement : **NEGOTIATED - SVP**  
P.R. # : 240195

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 : **PHOTO DOCUMENTATION SERVICES OF 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	Services, Photo Documentation PHOTOSHOOT OF ALL PUNONG BARANGAYS, BARANGAY COUNCILORS AND SK CHAIRMAN 280 FEMALES 400 MALES INCLUSIVE OF MAKE-UP ARTIST DURING THE PHOTOSHOOT WITH COMPLETE MAKE-UP ARTIST AND HAIRSTYLING INCLUSIVE OF PROVISION OF BARONGS WITH BACKDROPS & PHOTO STUDIO LIGHTS AND CREW TO SUBMIT ENHANCED PHOTOS IN USB -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-	657,800.00	657,800.00
Six Hundred Fifty Seven Thousand Eight Hundred Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>657,800.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>657,800.00</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:

  
**ELITE MARKETING**  
 (Signature over printed name)

(Date) 2/21/24

Very truly yours,

  
**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

Control # : 2024-01-240112