

# PURCHASE ORDER

ORMOC CITY



ADMIN-BAC Form 8

Rev. 2, Jan. 1, 2024

Reference # : 245121

Supplier **E GARAGE GENERAL MERCHANDISE**  
 Address 12J Navarro St Ormoc City  
 Tel. # 053 561 0038  
 T.I.N. 166 552 629 000

P.O. # : **240179**  
 Date : **FEB 23 2024**  
 Mode of Procurement : **NEGOTIATED - SVP**  
 P.R. # : **240390**

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 BOOKS 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 Books<br>300 pieces for Lumulupyo Issue No. 3, 42 pages<br>300 pieces for Lumulupyo Issue No. 4, 45 pages<br>Paper Size: Wdth (228.6 mm) Height (279.4mm)<br>Full Colored - printing, magazine type<br>as per approved lay-out and design by DILG Ormoc City Office<br>Pls. see attached sample<br><br>-x-x-x-x-NOTHING FOLLOWS-x-x-x-x- | 265,000.00                            | 265,000.00     |

|  |   |                   |
|--|---|-------------------|
| Two Hundred Sixty Five Thousand Pesos Only | <b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b> | <b>265,000.00</b> |
|  | <b>As READ &gt;&gt;&gt;</b>                   | <b>265,000.00</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 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)

Conforme:  
  
**JULIET ALUMANZA**  
**E GARAGE GENERAL MERCHANDISE**  
 (Signature over printed name) 04/02/2024  
 (Date)

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.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Certified Correct: \_\_\_\_\_ Secretary to the Sanggunain

Control # : 2024-\_\_\_\_\_