

# PURCHASE ORDER

## ORMOC CITY



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

Supplier: <b>ALVI MARKETING</b>		Reference #: <b>245000</b>
Address: Brgy. Alegria, Ormoc City		P.O. #: <b>240150</b>
Tel. #: 255-3130	Mode of Procurement: <b>SHOPPING (b)</b>	Date: <b>FEB 27 2024</b>
T.I.N.: 113 508 248 000		P.R. #: <b>240285</b>

Gentlemen :  
Please furnish this office the following articles subject to the terms and conditions contained herein:  
Place of Delivery : **CITY ACCOUNTING OFFICE** Delivery Term **30 CALENDAR DAYS**  
Contract Name : **PROCUREMENT OF OFFICE SUPPLIES FOR THE CITY ACCOUNTING 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	200.	ream	Paper, Bond (Long) subs. 20	270.00	54,000.00
2	150.	ream	Paper, Bond, (Short) subs. 20	225.00	33,750.00
3	120.	box	Paper, Continuous Form, 2 ply (11" x 9½") CARBONLESS	950.00	114,000.00
4	24.	box	Paper, Continuous Form, 3 ply (11" x 9½") CARBONLESS	870.00	20,880.00
5	1,200.	pc	Folder, 14 pts., Long	7.00	8,400.00
6	500.	pc	Folder, 14 pts., Short	6.00	3,000.00
7	35.	box	Rubber Band, #1 (big) ALL PURPOSE	165.00	5,775.00
8	100.	box	Staple Wire, #35	78.00	7,800.00
9	70.	pc.	Cartridge, Ribbon for LQ-2190 For EPSON DOT Matrix Printers	1,050.00	73,500.00
10	48.	gal	Alcohol, Rubbing 70% isopropyl (gal)	850.00	40,800.00
11	60.	pack	Toilet Paper, 2 ply (12s/pack)	220.00	13,200.00
12	3.	pc	Printer Head For EPSON LQ-2190 DOT Matrix Printers NOTE: ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN	12,500.00	37,500.00
				<b>SubTotal &gt;&gt;&gt;</b>	<b>412,605.00</b>
				<b>As READ &gt;&gt;&gt;</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:

**ALVI MARKETING**

(Signature over printed name)

(Date) 3/4/2024

Very truly yours,

**LEO CARMELO J. LOCSIN SR.**  
ACTING CITY MAYOR

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

2/27/24

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

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

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P.R. # : 240285

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*			<i>Balance Forwarded &gt;&gt;&gt;</i>		412,605.00
			COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATIONS OR ITS EQUIVALENT OR HIGHER AND MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEMS AND WITH WARRANTY  -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-		-
Four Hundred Twelve Thousand Six Hundred Five Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>412,605.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>412,605.00</b>

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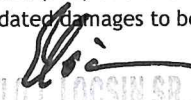
Conforme:

  
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(Signature over printed name)

(Date) 3/4/2024

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**LUCY TORRES GOMEZ**  
City Mayor  
(Authorized Official) 2/27/24

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