

# PURCHASE ORDER

ORMOC CITY



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

Reference # : 245771

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

P.O. # : 240522  
Date : MAY 21 2024  
Mode of Procurement : **NEGOTIATED - SVP**  
P.R. # : 240901

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 : **PROCUREMENT OF OFFICE CHAIRS 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	8.	unit	Office Chair Mesh Executive Chair 360° swivel Polyurethane caster wheels Adjustable headrest and armrest Multifunction mechanism 3-level gaslift injection foam insulation 30% Fiber glass lumbar support L:68cm x W:54cm x H132cmo see attached sample  -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-	10,500.00	84,000.00
Eighty Four Thousand Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>84,000.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>84,000.00</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 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,

Conforme:

**ALVI MARKETING**

(Signature over printed name)

(Date)

5/24/2024

**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- \_\_\_\_\_ -240522