PURCHASE ORDER

ORMOC CITY

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

Reference # : *245478*

Supplier	**ALVI MARKETING**	P.O. # :	***240435***
Address	Brgy. Alegria, Ormoc City	Date :	APR 26 2024
Tel. #	255-3130	Mode of Procurement :	**SHOPPING (b)**
T.I.N.	113 508 248 000	P.R. # :	*240688*

Gentlemen :

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

Place of Delivery : ***CITY LEGAL OFFICE*** Delivery Term ***15 CALENDAR DAYS***

Contract Name : ***PROCUREMENT OF OFFICE SUPPLIES FOR THE CITY LEGAL OFFICE***

Date of Delivery : __/__/____ Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
*			*Balance Forwarded >>>*		
1	100.	pc.	Folder, Expanding, Long	39.00	3,900.00
2	50.	pc.	Envelope, Expanding (Long)	16.00	800.00
3	10.	sm. bx.	Clip, Paper, Plastic Coated (small)	15.00	150.00
4	30.	sht	Sticker, Paper (A4)	65.00	1,950.00
5	80.	ream	Paper, Bond (A4) subs. 20	310.00	24,800.00
6	80.	ream	Paper, Bond (Long) subs. 20	350.00	28,000.00
7	50.	pc.	Pen, Sign Pen G-1 0.5 (blue)	75.00	3,750.00
8	50.	pc.	Pen, Sign Pen G-2 0.5 (red)	75.00	3,750.00
9	50.	pc.	Pen, Sign Pen Point 0.5 (black)	75.00	3,750.00
10	2.	box	Pentel Pen (Black)	540.00	1,080.00
			Broad		-
					-
11	20.	pc	Correction Tape, 5mm x 10cm	35.00	700.00
			-x-x-x-x-x-NOTHING FOLLOWS-x-x-x-x-x-		-
					-
					-
					-
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					-
					-
Seventy Two Thousand Six Hundred Thirty Pesos Only				**TOTAL (Cost as Calculated)>>>**	**72,630.00**
				As READ >>>	**72,630.00**

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)

LUCY TORRES GOMEZ
City Mayor
(Authorized Official)

(Date) 5/20/2024

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