

**PURCHASE ORDER**  
**CITY OF CALAPAN**

Supplier: <u>RA PARTY NEEDS &amp; CATERING SERVICES</u>	P.O. No.: <u>0599</u>
Address: <u>Calapan</u>	Date: <u>05-09-23</u>
TIN: <u>927-874-784-000</u>	Mode of Procurement: <u>SMALL VALUE</u>
	PR No./s: <u>732</u>

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

Place of Delivery: <u>CGC</u>	Delivery Term <u>FOB Destination</u>
Date of Delivery: <u>within 7 days upon delivery of receipt</u>	Payment Term <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Dinner Rice,Caldereta,Chicken Inasal,Chopsuey Bottled water	1000	250.00	250,000.00
2	pcs	Rental Chairs	900	15.00	13,500.00
3	pcs	Rental Tables	160	75.00	12,000.00
					275,500.00

**(Total Amount in Words) Two hundred seventy five thousand five hundred pesos only.**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

*by: APCalado*  
**RA PARTY NEEDS & CATERING SERVICES**  
Signature over Printed Name of Supplier

  
**MARILOU F. MORILLO**  
City Mayor

05-09-23  
Date

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.: \_\_\_\_\_

Certified Correct:

\_\_\_\_\_  
Secretary to the Sanggunian

\_\_\_\_\_  
Date