

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <b>RA Party Needs and Catering Services</b>	P.O. No.: <u>1510</u>
Address: <b>Haya, Calapan City</b>	Date: <u>07.24.23</u>
TIN: <u>931-815-730-001</u>	Mode of Procurement: <u>Small Value</u>
	PR No./s: <u>1395</u>

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

Place of Delivery: <b>CCCDO</b>	Delivery Term: <b>FOB Destination</b>
Date of Delivery: <b>Within 30Days Upon Receipt of P.O.</b>	Payment Term: <b>N/60</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>Meals &amp; Snacks for Coop Trainings</b>			
		Strategic Planning			
		July 27, 2023			
1	pax	am snacks- creamy tuna pesto, water	40	64.00	2,560.00
		lunch- pork caldereta, lechetin, rice, water	40	199.00	7,960.00
		pm snacks- empanada, minute maid	40	64.00	2,560.00
		July 28, 2023			
2	pax	am snacks-pastries, juice in can	40	64.00	2,560.00
		lunch-inhaw na liempo, laing, rice, water, banana	40	199.00	7,960.00
		pm snacks- pansit w/ bread, water	40	64.00	2,560.00
		Business Continuity Management			
		August 29, 2023			
3	pax	am snacks- creamy tuna pesto, water	40	64.00	2,560.00
		lunch- pork caldereta, lechetin, rice, water	40	199.00	7,960.00
		pm snacks- empanada, minute maid	40	64.00	2,560.00
		August 30, 2023			
4	pax	am snacks-pastries, juice in can	40	64.00	2,560.00
		lunch-inhaw na liempo, laing, rice, water, banana	40	199.00	7,960.00
		pm snacks- pansit w/ bread, water	40	64.00	2,560.00
<b>(Total Amount in Words) Fifty Two Thousand Three Hundred Twenty pesos</b>					<b>52,320.00</b>

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, \_\_\_\_\_

*ap Callano*  
RA Party Needs and Catering Services  
Signature over Printed Name of Supplier

07.24.23  
Date

*MARLOU F. MORILLO*  
City Mayor

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

Approved per Sanggunian Resolution No.: