

# PURCHASE ORDER

## CITY OF CALAPAN

Supplier: <u>SAPPHIRE DESIGNS PRINTING SERVICES</u>	P.O. No.: <u>1623</u>
Address: <u>CALAPAN CITY</u>	Date: <u>08.20.24</u>
TIN: <u>138-213-994-0000</u>	Mode of Procurement: _____
	PR No./s: <u>1341</u>

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

Place of Delivery: <u>CMO-Business Permit and Lic</u>	Delivery Term <u>FOB Destination</u>
Date of Delivery: <u>within thirty (30) days upon re</u>	Payment Term <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pcs	Business Plate	500	143.00	71,500.00

**(Total Amount in Words)** **seventy one thousand five hundred pesos** **71,500.00**


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:

  
SAPPHIRE DESIGNS PRINTING SERVICE!  
Signature over Printed Name of Supplier

\_\_\_\_\_  
Date

Very truly yours,

  
**MARILOU 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.: \_\_\_\_\_

Certified Correct:

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

\_\_\_\_\_  
Date