

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

<b>Supplier:</b> <u>RA PARTY NEEDS &amp; CATERING SERVICES</u>	<b>P.O. No.:</b> <u>04824</u>
<b>Address:</b> <u>Ilaya, Calapan City</u>	<b>Date:</b> <u>03-13-25</u>
<b>TIN:</b> <u>931-815-730-001</u>	<b>Mode of Procurement:</b> <u>Small Value</u>
	<b>PR No./s:</b> <u>0240</u>

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

<b>Place of Delivery:</b> <u>CSWDD</u>	<b>Delivery Term:</b> <u>FOB Destination</u>
<b>Date of Delivery:</b> <u>within seven (7) days upon receipt of P.O.</u>	<b>Payment Term:</b> <u>N/60</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Lot 1 - Meals and Snacks</b>  <b>Snacks am:</b> Sotanghon w/ puto & drinks <b>Lunch:</b> Rice, breaded porkchop, chopsuey, banana and water <b>Snacks pm:</b> Spaghetti w/ sliced bread & drinks	401	398.00	159,598.00

**(Total Amount in Words) ONE HUNDRED FIFTY NINE THOUSAND FIVE HUNDRED NINETY EIGHT PESOS** **159,598.00**

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:

**RA PARTY NEEDS & CATERING SERVICES**

Signature over Printed Name of Supplier

03/13/25  
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