

PURCHASE ORDER
CITY OF CALAPAN

Supplier: R.A. PARTY NEEDS AND CATERING SERVICES
Address: CALAPAN CITY

P.O. No.: 0445
Date: 09-06-25
Mode of Procurement: SHOPPING
PR No./s: 0211

TIN: 927-874-784-00

Gentlemen:

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

Place of Delivery: CGC
Date of Delivery: within 7 days upon delivery of receipt

Delivery Term: FOB Destination
Payment Term: N/60

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	Snacks AM: Ensaymada and Water	800	78.00	62,400.00
2	pax	Lunch: Rice, Pork Adobo, Mixed Vegetables and Juice	500	198.00	99,000.00
3	pax	Snacks PM: Pansit w/ toasted bread and water	500	98.00	49,000.00
					210,400.00

(Total Amount in Words) **Two Hundred Ten Thousand Four 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.

R.A. PARTY NEEDS AND CATERING SERVICES
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