

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

Supplier: **RA PARTY NEEDS & CATERING SERVICES**

Address: Calapan City

TIN: 931-815-730-001

P.O. No.: 0483

Date: 07.13.25

Mode of Procurement: Small Value

PR No./s: 239

Gentlemen:

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

Place of Delivery: **CSWDD**

Date of Delivery: within seven (7) days upon receipt of P.O.

Delivery Term: FOB Destination

Payment Term: N/60

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pax	<b>Lot 1 - Meals and Snacks</b>  <b>Snacks:</b> Carbonara w/ clubhouse & drinks <b>Meals:</b> Rice, grilled chicken, mix vegetable, fish fellet, gelatin and water	200	348.00	69,600.00

(Total Amount in Words) **SIXTY NINE THOUSAND SIX HUNDRED PESOS**

**69,600.00**

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

\_\_\_\_\_  
Date

Very truly yours,

**MARILYN 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