# PURCHASE ORDER

Tabaco City
*LGU*

| | | | |
|---|---|---|---|
| Supplier | **COTTON CITY MARKETING** | P.O No.: | 20-1021 |
| Address | **LEGAZPI CITY** | Date: | 12/16/2020 |
| | | Mode of Procurement: | **SMALL VALUE** |
| | | PR No./s | **20-12-1895** |

Gentlemen:

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

| | | | |
|---|---|---|---|
| Place of Delivery: | **LGU-TABACO CITY - GAD** | Delivery Term: | |
| Date of Delivery: | | Payment Term: | 3 weeks |

| Item No. | Qty | Unit | DESCRIPTION | Unit Cost | Amount (Php) |
|---|---|---|---|---|---|
| | | | **Supply & Delivery of Bath Towels** | | - |
| 1 | 1512 | pcs | Token, Bath Towel | 128.50 | 194,292.00 |
| | | | ***nothing follows*** | | - |
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| | | | | **TOTAL** | **194,292.00** |

**One Hundred Ninety-Four Thousand Two Hundred Ninety-Two Pesos**

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

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY AUDITOR
CITY OF TABACO
DATE RECEIVED: 12/16/20
RECEIVED BY:
TIME RECEIVED: 3:29

CONFORME:

(Signature over printed name)

(Date)

Very Truly yours,

**CIELO KRISEL LAGMAN-LUISTRO**
*City Mayor*

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

Approved per Sangguniang Resolution No.:

Date:

Certified Correct:

*Secretary to the Sanggunian*