# PURCHASE ORDER

Tabaco City

*LGU*

| | | | |
|---|---|---|---|
| Supplier | **GORILLA TRADING** | P.O No.: | 20-1161 |
| Address | **QUEZON CITY** | Date: | 12/29/2020 |
| | | Mode of Procurement: | **SMALL VALUE** |
| | | PR No./s | **20-12-2051** |

Gentlemen:

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

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

| Item No. | Qty | Unit | DESCRIPTION | Unit Cost | Amount (Php) |
|---|---|---|---|---|---|
| | | | **Supply & Delivery of Planner Notebook** | | - |
| | | | **Planner** | | - |
| 1 | 300 | copies | 5.7 x 8, 200pp Excluding Cover, Cover-C2S 120 Pasted on PB#30, Inside-Book Paper 60lbs, Ply Leaf-Vellum 120, Color-Full Color on Cover & Few Inside Pages, Remaining Inside Pages 1 Color Only Hardbound with Velvet Lamination & Stamping on Cover | 545.00 | 163,500.00 |
| | | | ***nothing follows*** | | - |
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| | | | | **TOTAL** | **163,500.00** |

REPUBLIC OF THE PHILIPPINES
OFFICE OF THE CITY AUDITOR
CITY OF TABACO
DATE RECEIVED: 12/29/20
RECEIVED BY:
TIME RECEIVED: 3:15

**One Hundred Sixty-Three Thousand Five Hundred 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

| | |
|---|---|
| CONFORME | Very Truly yours, |
| | **NESTOR T. SAN PABLO** |
| *(Signature over printed name)* | *Acting City Mayor* |
| *(Date)* | |

(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*