PURCHASE ORDER

Tabaco City

LGU

Supplier	**NUPRINT MASTER**	P.O No.:	25-03-01114
Address	**ACCT BLDG., PEÑARANDA EXT., BONOT LEGAZPI CITY**	Date:	MAR 04 2025
		Mode of Procurement:	**SMALL VALUE**
		PR No./s	**25-02-0094**

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY - **CITY TREASURER'S OFFICE (CTO)**	Delivery Term:	10 cd
Date of Delivery:	3-12-25	Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
			JO-Labor & Materials for the Printing of Payroll Forms for LGU Employees Payroll and Other Personnel		-
			JO-Labor and Materials		-
1	25	ream	Printing of Payroll Forms	1,470.00	36,750.00
			Size: 21inches x 14inches		-
			Type of Paper: Hard Copy No. 40		-
			500 pcs per ream		-
			nothing follows		-
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				TOTAL	**36,750.00**

Thirty Six Thousand Seven Hundred Fifty 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,

Atty. Jeffrey B. Aguilar, CPA
(Signature over printed name)

CIELO KRISEL BURCE LAGMAN
City Mayor

(Date) 03-06-2025

(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