

# PURCHASE ORDER

Procuring Entity : City Government of Cagayan de Oro  
 End User Unit : CITY MAYOR'S OFFICE  
 Purchase Request (PR) Number : **25-3862**  
 PR Date : September 8, 2025  
 PR Received by CGSO : September 23, 2025

ABC : PhP 728,000.00  
 PPMP Code : CMO25-PEACE 181  
 Quotation No. : 2592-25  
 CRN : 12467195



**City Government of Cagayan de Oro**

LGU

Supplier : <b>CIRCLE M MERCHANDISE TRADING CORPORATION</b>	P.O. No. : <b>2836-25</b>
Address : <b>IPONAN, CAGAYAN DE ORO CITY</b>	Date : <b>25 NOV 2025</b>
Contact No. : _____	Mode of Procurement : <b>NP - 53.9 Small Value Procurement</b>
	PR No./s : <b>25-3862</b>

Gentlemen

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

Place of Delivery : <b>CITY MAYOR'S OFFICE VIA CGSO FOR INSPECTION</b>	Delivery Term : <b>THIRTY (30) CALENDAR DAYS</b>
Date of Delivery : _____	Payment Term : _____

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
1	pc	70% Isopropyl alcohol 500ml scented 70% Isopropyl, 500ml/btl	2800	109.75	307,300.00
2	pack	Cleaning Wipes All natural formula No harmful chemical Hypoallegenic	2800	150.00	420,000.00
X-X-X-X-X-X-X-X-X					
(Total Amount in Words) <b>Seven Hundred Twenty-Seven Thousand Three Hundred and 00/100 Pesos</b>					<b>Total</b> <b>Php 727,300.00</b>

In case of failure to make the full delivery within the time specified above a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme:

Very truly yours,

**SHIELLA MAE C. CORALDE**

**ROLANDO A. UY**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

**12-2-2025**

City Mayor

Date

Designation

**Note: This serves as Notice of Award and Contract once Conformed within Ten (10) Days, by the Supplier.**