



04-0183

PURCHASE ORDER

Republic of The Philippines
 City Government of Tacloban
 Kanhuraw Hill, Tacloban City 6500
 Tel. Nos. 325-4053

CITY ACCOUNTANT OFFICE
RECEIVED
 TIME: _____
 DATE: _____

Supplier: **PHILIPPINE DUPLICATORS, INCORPORATED**
 Address: 141, STO. NÑO ST., BRGY. 28, TALOBAN CITY
 Tel./Fax No.: 325-6496
 TIN: _____
 Supplier is: () Manufacturer () Exclusive Distributor
 Registered: () SEC () DTI

P.O. No.: 104-04-21
 Date: 04-07-21
 Mode of Procurement: **NEGOTIATED**
PROCUREMENT/NP-SVP

4-12-21

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

Place of Delivery: **City General Services Office**
 Date of Delivery: _____
 Delivery Term: _____
 Payment Term: _____

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount	
			CITY LEGAL OFFICE 2021-202				
	1	crg,	Toner for Photocopier	5	2,710.40	13,552.00	
			Toner for MP2001/MP25011/MP2501SE				
			Stock Code 842012				
			NOTHING FOLLOWS			TOTAL AMOUNT	13,552.00
				1%		135.52	
				5%		677.60	

Total Amount in Words = Thirteen Thousand Five Hundred Fifty- Two **Pesos and 00/100 only**.....

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:

MARY JEAN N. DERENDO
 Signature over Printed Name of Supplier
 4/14/21
 Date

BY THE AUTHORITY OF THE CITY MAYOR:
 Very truly yours,

 ATTY. ANNALIZA A. QUILIOPE
 OIC-CITY ADMINISTRATOR
HON. ALFRED S. ROMUALDEZ
 City Mayor

Funds Available:

SALVADOR A. ABINA, JR.
 City Accountant

BUR NO./ObR No.: _____
 Date: 4-7-21
 Amount: P 13,552.00
 (001 5-02-07-610)

CITY ACCOUNTANT OFFICE
RECEIVED
 TIME: 10:50
 DATE: 4-7-21