



PURCHASE ORDER

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

CITY ACCOUNTANT OFFICE
RECEIVED
 TIME: 9:25
 DATE: 4-16-21

04-0230

Supplier: **JANNYLYN ENTERPRISES**
 Address: **UGSAD, MARASBARAS, BRGY.79, TACLOBAN CITY**
 Tel./Fax No.: **325-6496**
 TIN: _____
 Supplier is: () Manufacturer () Exclusive Distributor
 Registered: () SEC () DTI

P.O. No.: **200-04-21**
 Date: **04-15-21**
 Mode of Procurement: **SHOPPING B**

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

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

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
	Lot 4		TCFS 2021-172			
	1	reams	Paper multi-purpose A4,70gsm	100	246.00	24,600.00
	2	box	Pen ballpen, Blue 0.5mm, 12 pcs/box	20	86.00	1,720.00
	3	box	Pen ballpen, Red 0.5mm, 12 pcs/box	20	86.00	1,720.00
	4	box	Pen ballpen, Black 0.5mm, 12 pcs/box	100	86.00	8,600.00
	5	pack	Cartolina (red), 78gsm, min 20 pcs/pack	6	120.00	720.00
	6	pcs	Signpen, Blue/gel ink 0.5mm needletip	10	34.00	340.00
	7	pcs	Signpen, Red /gel ink 0.5mm needletip	10	34.00	340.00
	8	pcs	Signpen, Black/gel ink 0.5mm needletip	50	34.00	1,700.00
	9	packs	Specialty paper (light color) A4 10 sheets/pack	20	84.00	1,680.00
	10	packs	Sopecialty paper (light color) Long 10 sheets/pack	20	95.00	1,900.00
	11	pcs	Box filler with cover 11x15 (Red) for legal size documents	63	675.00	42,525.00
	12	pcs	Documents tray (3 layers), metal (Red & Black) Heavy duty	30	850.00	25,500.00
	13	pcs	Data file box, made of clipboard w/ closed ends (Red)	60	118.00	7,080.00
	14	pcs	Ruler, plastic, 450mm (18) width 38mm min	11	12.00	132.00
	15	pair	Scissors, smmetrical, blade length 65mm min	10	65.00	650.00
	16	unit	Cash Box, Metal Heavy Duty, portable with lock	1	1,450.00	1,450.00
	17	pad	Note pad stick on, 76mm x 76mm (3'x3')	40	31.00	1,240.00
	18	pcs	Tape double sided, width: 24mm	20	42.00	840.00
	19	pad	Paper Photopaper glossy, 240gsm size A4 10 sheets/pack	20	134.00	2,680.00
	20	pad	Paper, Sticker, legal 10's	20	75.00	1,500.00
	21	pcs	Expanding Folder, RED legal size	100	25.00	2,500.00
	22	pack	Long Folder, Tagboard Color green, 100's/pack	45	646.00	29,070.00
	23	box	Staple wire no.35	100	34.00	3,400.00
	24	box	Push pins	5	49.00	245.00
	25	pcs	Liquid Correction 15ml	10	28.00	280.00
	26	pcs	Correction Tape, film base type, UL 6m min, 5mm	60	34.00	2,040.00
	27	pcs	Maeker, Permanent, bullet type, black	100	42.00	4,200.00
	28	pcs	Marker, Whiteboard (Blue) Felt Tip, Bullet type	20	34.00	680.00
	29	pcs	Marker, Whiteboard (Red) Felt Tip, Bullet type	20	34.00	680.00
	30	pcs	Marker, Whiteboard (Black) Felt tip, Bullet type	20	34.00	680.00
	31	pcs	Envelop Expanding plastic, color red 0.50mm thickness min w/ handle	100	105.00	10,500.00
	32	packs	Battery dry cell AA, 2 pc per blister pack (2 pcs/pack)	10	46.00	460.00
			JANITORIAL SUPPLIES			
	33	unit	Mop, spin mop 360	1	1,850.00	1,850.00
	34	pcs	Broom soft (tambo), weight: 200min tiger grass	15	180.00	2,700.00
	35	pcs	Dust Pan, non-rigid plastic w/ detachable handle	5	120.00	600.00
	36	roll	Trashbag, plastic, transparent, 10 pcs/roll (large)	15	130.00	1,950.00
	37	box	Toilet deodorant Cake 50gsm, 3's/ box	25	120.00	3,000.00
	38	pouch	Detergent powder, all purpose, 1kg	38	145.00	5,510.00
			nothing follows			
			TOTAL AMOUNT			197,262.00
			1%			1,972.62
			5%			9,863.10

Total Amount in Words = One Hundred Ninety -Seven Thousand Two Hundred Sixty- 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: **Jannylyn Go Delima**
 Signature over Printed Name of Supplier
 Date: _____

Very truly yours,
HON. ALFRED S. ROMUALDEZ
 City Mayor

Funds Available: **SALVADOR A. ABINA, JR.**
 City Accountant

BUR NO./ObR No.: _____
 Date: **4-16-21**
 Amount: **197,262.00**
1001 5-02-05-010