



04-12-21
04-0185

PURCHASE ORDER

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

CITY ACCOUNTANT OFFICE
RECEIVED
TIME: 4:30
DATE: 4-7-21

Supplier: **JANNLYN ENTERPRISES**
Address: **UGSAD, MARASBARAS, BRGY.79, TACLOBAN CITY**
Tel./Fax No.:
TIN:
Supplier is: () Manufacturer () Exclusive Distributor
Registered: () SEC () DTI
P.O. No.: **157A-13-21**
Date: **03-26-21**
Mode of Procurement: **SHIPPING P**

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
			TCH 2021-61			
	1	pck	Cartolina, Assorted Color, 78 gsm, 20pcs/pck	6	120.00	720.00
	2	pack	Folder, Tagboard for Legal Size docs. (Long) 100's pck	6	695.00	4,170.00
	3	pack	Glue, All Purpose, 200grams min	6	67.50	405.00
	4	pcs	Marker, Permanent, Bullet type black	30	45.00	1,350.00
	5	bxs	Paper Clip, vinyl/plastic coat, 48mm min	60	35.00	2,100.00
	6	rms	Paper 70gsm legal size (Long), Multipurpose	140	348.00	48,720.00
	7	rms	Paper 70gsm A4 size multipurpose	170	324.00	55,080.00
	8	pcs	Record Book, 500 pages, 214mm x 278mm	60	144.00	8,640.00
	9	pcs	Record Book 300 pages, 214mm x 278mm	60	114.00	6,840.00
	10	bxs	Staple Wire, Standard, #35	48	34.00	1,632.00
	11	rolls	Tape Transparent width: 24mm (± 1mm)	40	34.00	1,360.00
	12	rolls	Tape Transparent width 48mm (± 1mm)	40	45.00	1,800.00
	13	box	Pen, Ballpen, Black 0.5mm, 12's/box	80	86.50	6,880.00
	14	pcs	Stapler, Standard Heavy Duty	3	299.00	897.00
	15	bxs	Paper Fastener, Vinyl/plastic coated, 70mm	50	102.00	5,100.00
	16	pcs	Correction Tape, 500x8m	60	60.00	3,600.00
	17	box	Pencil # 2, 12's/box	8	120.00	960.00
	18	pck	Battery Size AA, 4pcs/pck	48	120.00	5,760.00
	19	pcs	Signpen black	24	30.00	720.00
	20	pcs	Signpen blue, 12	12	30.00	360.00
nothing follows				TOTAL AMOUNT		157,094.00

1% 1,570.94
5% 7,854.70
Total Amount in Words = One Hundred Fifty- Seven Thousand Ninety- Four 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,
BY THE AUTHORITY OF THE CITY MAYOR:
ATTY ANNALEZA A. QUILOPE
OIC-CITY ADMINISTRATOR
HON. ALFRED S. ROMUALDEZ
City Mayor 8

Funds Available:
SALVADOR A. ABINA JR.
City Accountant
BUR NO./ObR No.:
Date: **4-8-21**
Amount: **157,094.00**
100/5-02-03-010