



05-360

**PURCHASE ORDER**

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

TACLOBAN CITY  
**RECEIVED**  
 No. 2746  
 DATE: 5-21-21

Supplier: **30 OFFICE SUPPLIES TRADING** P.O. No.: **352-05-21**  
 Address: **EXT., KASSEL HOMES, BRGY. 71, TACLOBAN CITY** Date: **05-21-21**  
 Tel./Fax No.: \_\_\_\_\_ Mode of Procurement: **SHOPPING B**  
 TIN \_\_\_\_\_  
 Supplier is: ( ) Manufacturer ( ) Exclusive Distributor  
 Registered: ( ) SEC ( ) DTI

OFFICE OF THE CITY ADMINISTRATOR  
**RECEIVED**  
 BY: \_\_\_\_\_  
 DATE: **5-24-21**  
 TIME: \_\_\_\_\_

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	
<b>LOT 2 CITY AGRICULTURE OFFICE 2021-402</b>							
	1	pcs	Mophandle, heavy duty, aluminum, screw type	3	288.00	864.00	
	2	pcs	Broom, soft (tambo), weight:200g min, tiger grass	6	180.00	1,080.00	
	3	kilos	Detergent powder, 1kilo/ All- Purpose	6	145.00	870.00	
	4	jars	Dishwashing paste,400grams	6	75.00	450.00	
	5	bottles	70% Alcohol, Isoprophyl,500ml	30	127.00	3,810.00	
	6	pcs	MOPHED, made of rayon, weight:400 grams min	6	275.00	1,650.00	
	7	bottles	Cleaner, Toilet Bowl and urinal,900ml-1000ml cap	6	152.00	912.00	
	8	ris	Twine, plastic, one (1) kilo per roll	6	100.00	600.00	
	9	bundles	Rags ,all cotton, 32 pcs per kilogram min	6	384.00	2,304.00	
	10	pcs	Broom ,Stick (Ting-ting), usable length: 760mm min	20	45.00	900.00	
	11	packs	Toilet Tissue Paper 2-plys sheets,150 pulls, 12 pcs/pack	10	125.00	1,250.00	
	12	pcs	Dustpan, plastic, non rigid, plastic	6	173.00	1,038.00	
	13	packs	Garbage bag,large size, black 100's/pack	3	850.00	2,550.00	
	14	boxes	Deodorant Cake, 50grms, 3's/ box	10	144.50	1,445.00	
				<b>***nothing follows***</b>		<b>TOTAL AMOUNT</b>	<b>19,723.00</b>
				1%		197.23	
				5%		986.15	

Total Amount in Words = Nineteen Thousand Seven Hundred Twenty- Three 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 the price of the purchase order shall be imposed for every day of delay shall be imposed.

Conforme: \_\_\_\_\_  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

BY THE AUTHORITY OF THE CITY MAYOR:  
 Very truly yours,   
**ATTY. ANNA LIZA A. QUILOPE**  
 OIC-CITY ADMINISTRATOR  
**HON. ALFRED S. ROMUALDEZ**  
 City Mayor

Funds Available: **SALVADOR A. ABINA, JR.** City Accountant  
 BUR NO./Obr No.: \_\_\_\_\_  
 Date: **5-21-21**  
 Amount: **₱ 19,723.00**  
 1001 5-02-07-010