



**PURCHASE ORDER**

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

DATE: 5/30/21  
 TIME: 9:30

Supplier: **JANLYN ENTERPRISES**  
 Address: **UGSAD, MARASBARAS, BRGY.79, TACLOBAN CITY**  
 Tel./Fax No.: **325-6496**  
 P.O. No.: **257-04-21**  
 Date: **04-29-21**  
 Mode of Procurement: **SHOPPING B**  
 Supplier is: ( ) Manufacturer ( ) Exclusive Distributor  
 Registered: ( ) SEC ( ) DTI

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:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 1 CITY ARCHITECT'S OFFICE 2021- 298						
	1	roll	Adhesive Tape-Packaging 2"	10	58.00	580.00
	2	roll	Adhesive Tape-Transparent tape 1"	10	34.00	340.00
	3	pc	Book-Record book 200 pages 6.5" x 11"	10	109.00	1,090.00
	4	pc	Correction Tape 8 m	30	42.00	1,260.00
	5	box	Envelope-White Mailing / Letter Envelope 500 pcs/box,70gsm	3	478.00	1,434.00
	6	box	Envelope Brown Envelope Long, 100's/pack	4	475.00	1,900.00
	7	box	Folder Long 100 pcs, white 14pts	5	696.00	3,480.00
	8	box	Fastener- Fastener Plastic 25mm 50 pcs/ box	30	42.00	1,260.00
	9	btl	Glue- All Purpose Glue 200g	10	57.00	570.00
	10	packs	Paper- Board paper Long white 10pcs/pck	20	74.00	1,480.00
	11	ream	Paper-Paper A4 ,80GSM, multi- copy	5	360.00	1,800.00
	12	ream	Paper-Paper Long ,80GSM multi-copy	5	384.00	1,920.00
	13	ream	Paper A3 Paper 70GSM	5	480.00	2,400.00
	14	packs	Paper-Photo Paper A4 10's/pck glossy	30	120.00	3,600.00
	15	packs	Paper-Photo Paper A3 10's/pck glossy	30	240.00	7,200.00
	16	packs	Paper-Cartolina (Blue ) 20's/ pck 78 gsm	3	120.00	360.00
	17	packs	Paper- Cartolina (Green ) 20's/pck 78 gsm	3	120.00	360.00
	18	packs	Paper- Cartolina (Black ) 20's/pck 78gsm	3	120.00	360.00
	19	box	Pen Pencil (12 pcs/box ) with eraser	10	120.00	1,200.00
	20	box	Pen-Ballpen, Fine Point Black, 0.5mm, 12 pcs/box	50	86.00	4,300.00
	21	box	Pen -Sign Pen Liquid/Gel Ink .0.5mm needle tip ,Black	30	30.00	900.00
	22	pc	Pen- Sign Pen 1.0 Gel Impact	50	132.00	6,600.00
***nothing follows***						
TOTAL AMOUNT						44,394.00

1% 443.94  
 5% 2,219.70

Total Amount in Words = Forty -Four Thousand Three Hundred 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: JANLYN GO DELIMA  
 Signature over Printed Name of Supplier

Very Truly Yours,  
 ATTY. ANNALIZA A. QUILIOPE  
 OIC-CITY ADMINISTRATOR  
 HON. ALFRED S. ROMUALDEZ  
 City Mayor

Date: \_\_\_\_\_  
 Funds Available: 16  
 SALVADOR A. ABINA JR.  
 City Accountant

BUR NO./ObR No.: \_\_\_\_\_  
 Date: 4-30-21  
 Amount: P 44,394.00  
1001 5-02-01-010