

PURCHASE ORDER

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

Supplier: 30 OFFICE SUPPLIES TRADING	P.O. No.: 955-05-21
Address: EXT., KASSEL HOMES, BRGY. 71, TACLOBAN CITY	Date: 05-21-21
Tel./Fax No.: 325-6496	Mode of Procurement: SHOPPING B
TIN: _____	
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: _____
Date of Delivery: _____	Payment Term: _____

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 2 CCDLAO 2021-401						
	1	rolls	Transparent 1 " Tape	20	33.00	660.00
	2	rolls	Transparent 2" Tape	20	42.00	840.00
	3	pcs	Record books 300 pages, 214 mm x 278mm	6	116.00	696.00
	4	packs	Paper, Board paper cream (Long),10 pcs/pack	12	78.00	936.00
	5	packs	Paper, Board paper cream (Short),10 pcs/pack	12	70.00	840.00
	6	packs	Carbon Paper black (Long) ,100's/ pack	3	400.00	1,200.00
	7	packs	Folder Long , tagboard,100pcs/pack	2	650.00	1,300.00
	8	pcks	Folder A4, short tagboard,100 pcs/pack	2	640.00	1,280.00
	9	btl	Glue-Multiplication purpose,118 gms	12	48.00	576.00
	10	btl	Stamping Pad Ink/purple, violet	1	35.00	35.00
	11	pcs	Notebook single lines 40 leaves	25	20.00	500.00
	12	reams	Paper, Multicopy,A4 ,80gsm, size 210mm x 297mm	30	322.00	9,660.00
	13	reams	Paper,multicopy,length 80 gsm,size 216mm x 330mm	30	348.00	10,440.00
	14	pads	Paper pad ,rule size 216mm x 330mm x solenty	5	31.00	155.00
	15	packs	Paper-Photopaper long 10's long'	5	110.00	550.00
	16	box	Pen-Pencil 12 pcs/box	12	85.00	1,020.00
	17	pcs	Manila Paper	50	6.00	300.00
	18	box	Marker-White Board, Black Bullet Type,12'pcs/box	5	504.00	2,520.00
	19	box	Marker-Permanent pen, Felt Tip, black,12's /box	5	527.00	2,635.00
	20	pcs	Certificate Frame ,Plastic A4	50	110.00	5,500.00
	21	pcs	Correction Tape ,Fil Base Type, UL 6 M Min, 5mm	20	32.00	640.00
	22	box	Sign Pen, Black, Liquid Gel Ink ,0.5 MM,12 pcs/box	3	360.00	1,080.00
	23	pcs	Sign Pen Black Gel Impact RT 1.0mm	12	132.00	1,584.00
	24	bxs	Staple Wire, Standard, (26/6)	10	45.00	450.00
	25	box	Paper, Specialty, Cream Long	1	930.00	930.00
	26	box	Pen, Ballpen, Black, Fine point 50 pcs/box	10	405.00	4,050.00
	27	box	Paper Fastener Plastic, 50 sets/ box	10	42.00	420.00
nothing follows						50,797.00
						1% 507.97
						5% 2,539.85

Total Amount in Words = **Fifty Thousand Seven Hundred Ninety -Seven 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: *[Signature]*
 Signature over Printed Name of Supplier
 Date: **5-27-2021**

Very truly yours,
ATTY. ANNA LIZA A. QUILLOPE
 City Administrator

HON. ALFRED S. ROMUALDEZ
 City Mayor

Funds Available: _____	BUR NO./ObR No.: _____
SALVADOR A. ABINA, JR. City Accountant	Date: 5-21-21
	Amount: ₱ 50,797.00

100/5-02-07-010