



PURCHASE ORDER

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

DEPARTMENT OFFICE
RECEIVED
 DATE: 4:46
 7-4-21

293

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.: **280-05-21**
 Date: **05-04-21**
 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**
 Date of Delivery: _____ Delivery Term: _____
 Payment Term: _____

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 5						
	1	rms	CEO 2021-309 Paper A4 (70gsm), Paper, multi-purpose	20	324.00	6,480.00
	2	box	Push Pin	1	48.00	48.00
	3	pads	Yellow pad, (90 sheets, 60 gsm)	5	84.00	420.00
	4	rms	Paper, Multi-purpose, Legal, 70gsm	40	348.00	13,920.00
	5	rms	Paper, Multi-purpose, short 70gsm	10	324.00	3,240.00
	6	box	Expanding Envelope (100pcs/ box) krafboard w/ string	1	1,735.00	1,735.00
	7	bundle	Folder Long (100pcs/ bundle), tagboard	3	695.00	2,085.00
	8	pcs	Marker, Pen Permanent, Marker Fine Point	10	65.00	650.00
	9	bxs	0.5 mm Sign Pen, Liquid /Gel Ink Needle Tip, 12 pcs/box	9	360.00	3,240.00
	10	pcs	Record Book (300 lvs.) Size 214mm x 278mm	10	114.00	1,140.00
	11	rolls	Scotch Tape 1"	10	34.00	340.00
	12	boxes	Staple Wire #10 (12 inner boxes)	3	185.00	555.00
	13	boxes	Staple Wire #35, standard	50	34.00	1,700.00
	14	boxes	Paper Fastener, 25mm, 50 sets/ box	20	42.00	840.00
	15	packs	2- Ply Toilet Paper (12Roll/pack)	20	125.00	2,500.00
	16	btls	Alcohol 500ml. Ethyl alcohol	20	128.00	2,560.00
	17	boxes	Paper Clip (big) Vinyl/plastic coat, 50mm 120gsm	5	27.00	135.00
	18	sets	Highlighter Pen Asstd. (3 pcs/ pck)	4	138.00	552.00
	19	unit	Stapler HD #35	3	299.00	897.00
	20	packs	Battery "AAA" (4pcs/pck,) Alkaline	15	152.00	2,280.00
	21	packs	Battery "AA" (4 pcs/pck) ,Alkaline	6	154.00	924.00
	22	btls	Glue, all-purpose, gross weight :130 grms	20	47.00	940.00
			nothing follows.....			
					TOTAL: AMOUNT	47,181.00

Total Amount in Words = Forty- Seven Thousand One Hundred Eighty- One Pesos and 00/100 only.....
 1% 471.81
 5% 2,359.05

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 Godelma
 Signature over Printed Name of Supplier

BY THE ASSISTANT CITY MAYOR
 Very truly yours,
 ATTY. ANNaliza ALBANIEL GUILICOR
 City Administrator
HON. ALFRED S. ROMUALDEZ
 City Mayor

Date: _____

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

BUR NO./Obr No.: _____
 Date: 5-5-21
 Amount: 47,181.00
100/ 5-02-07-610