



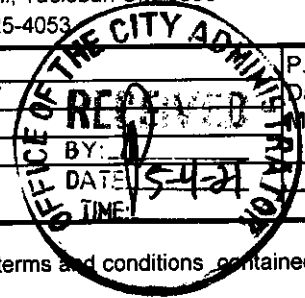
OF-0288

**PURCHASE ORDER**

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

**CITY ACCOUNTANT OFFICE**  
**RECEIVED**  
 TIME: 9:26  
 DATE: 5-4-21

Supplier: **30 OFFICE SUPPLIES TRADING** P.O. No.: 276-05-21  
 Address: **EXT., KASSEL HOMES, BRGY. 71, TACLOBAN CITY** Date: 05-04-21  
 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 : <b>City General Services Office</b>				Delivery Term :		
Date of Delivery :				Payment Term:		
Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
<b>LOT 3</b>			<b>CHO 2021-300</b>			
	1	reams	Paper ,Multicopy A4 80 gsm Size 210mm x297mm	100	348.00	34,800.00
	2	reams	Paper ,Multicopy legal 80 gsm Size 216mm x330	100	322.00	32,200.00
	3	bxes	Ballpen, ballpoint, fine point, black, 0.5mm 12's/box	100	84.50	8,450.00
	4	boxes	Carbon paper, legal size, black	10	409.00	4,090.00
	5	pcs	Corection TAPE, 8m min	30	45.00	1,350.00
	6	box	Folder long, good quality, pts. 14,100's/box	1	660.00	660.00
	7	pcs	Sign pen, black ,liquid gel ink, 05mm	25	35.00	875.00
	8	pcs	Marker pen, Bullet Type, permanent, black/red	25	40.00	1,000.00
	9	boxes	Paper clip, small size, plastic coated, 32 mm min	10	20.00	200.00
	10	boxes	Paper clip, big size, plastic coated, 50mm, 120gms	10	27.00	270.00
	11	boxes	Paper fastener ,plastic, 25mm, 50 sets/box	10	40.00	400.00
	12	boxes	Pencil, lead with eraser, 12pcs/box	10	120.00	1,200.00
	13	roll	Packaging tape, brown good quality	20	78.00	1,560.00
	14	roll	Scotch tape, 2" good quality	20	34.00	680.00
	15	boxes	Staple wire No.35, heavy duty	20	34.00	680.00
	16	roll	Masking tape 3" good quality	20	74.00	1,480.00
	17	pcs	Record book 500pp. good quality, 214mm x278mm min	20	139.00	2,780.00
	18	pcs	Record book 300 pp. good quality, 214mm x278mm min	20	114.00	2,280.00
	19	pcs	White Board Marker pen, black/red, bullet type, felt tip	20	42.00	840.00
***nothing follows***				<b>TOTAL AMOUNT</b>		<b>95,795.00</b>
				1%		957.95
				5%		4,789.75

Total Amount in Words = **Ninety- Five Thousand Seven Hundred Ninety- Five 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 5% percent for every day of delay shall be imposed.

Conforme: *[Signature]*  
 Signature over Printed Name of Supplier  
 Date \_\_\_\_\_

Very truly yours,  
**ATTY. ANNALIZA A. QUILIOPE**  
 OIC-CITY ADMINISTRATOR  
**HON. ALFRED S. ROMUALDEZ**  
 City Mayor

Funds Available: *[Signature]*  
**SALVADOR A. ABINA, JR.**  
 City Accountant

BUR NO./ObR No.: \_\_\_\_\_  
 Date: 5-4-21  
 Amount: ₱ 95,795.00  
 PO/5-02-07-016