



# PURCHASE ORDER

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

15-9-21

0273

Supplier: <b>JANNYLYN ENTERPRISES</b>	P.O. No.: <b>254-04-21</b>
Address: <b>UGSAD, MARASBARAS, BRGY.79, TACLOBAN CITY</b>	Date: <b>04-29-21</b>
Tel./Fax No.: <b>325-6496</b>	Mode of Procurement: <b>SHOPPING B</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
LOT 5						
			CMO-YOUTH 2021-280			
	1	pads	Paper, yellow paper, 90 sheet per pad 60gsm	10	85.00	850.00
	2	pads	Paper, intermediate paper, 100 sheet per pad	10	24.00	240.00
	3	pcs	Book, notebook, single line 50 leaves	100	18.00	1,800.00
	4	box	Ball point pen balck, 12's per box 0.5mm	5	86.00	430.00
	5	box	Ball point pen, blue, 12's per box 0.5mm	5	86.00	430.00
	6	pcs	Expanding envelope with holder size: legal size plastic asst.colors	20	102.00	2,040.00
	7	ream	Paper multi purpose, 70gsm size, 214mm x278 A4	5	324.00	1,620.00
	8	ream	Paper, multipurpose, 80gsm size: legal size	7	348.00	2,436.00
***nothing follows***				TOTAL AMOUNT		<b>9,846.00</b>
					1%	98.46
					5%	492.30

Total Amount in Word= Nine Thousand Eight Hundred Forty- Six **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:

*Jannylyn*  
**JANNYLYN DELIMA**  
Signature over Printed Name of Supplier

Date

Very truly yours,  
THE CITY MAYOR:

*Alfred S. Romualdez*  
**HON. ALFRED S. ROMUALDEZ**  
City Mayor

Funds Available:  
*Salvador A. Abina Jr.*  
**SALVADOR A. ABINA JR.**  
City Accountant

BUR NO./Obr No.:

Date: **4-10-21**  
Amount: **₱ 9,846.00**  
**100/ 5-02-09-940-96**

9:40  
4/30/21