



**PURCHASE ORDER**

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

**CITY ACCOUNTANT OFFICE**  
**RECEIVED**  
 TIME: 9:20  
 DATE: 5-4-21

OFFICE OF THE CITY ADMINISTRATOR  
 RECEIVED  
 DATE: 5-4-21  
 TIME: 10:00

Supplier: **JANNLYN ENTERPRISES** P.O. No.: 271-05-21  
 Address: **UGSAD, MARASBARAS, BRGY.79, TACLOBAN CITY** Date: 05-04-21  
 Tel./Fax No.: \_\_\_\_\_  
 TIN \_\_\_\_\_  
 Supplier is: ( ) Manufacturer ( ) Exclusive Distributor  
 Registered: ( ) SEC ( ) DTI  
 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** Delivery Term: \_\_\_\_\_  
 Date of Delivery: \_\_\_\_\_ Payment Term: \_\_\_\_\_

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 4						
	1	roll	CPDO 2021-275	1	4,695.00	4,695.00
	2	packs	Acetate, thickness: (gauge # 10)	24	76.00	1,824.00
	3	packs	Battery, dry cell, AA, 2 pieces per blister pack	24	77.00	1,848.00
	4	boxes	Battery dry cell, AAA, 2 pieces per blister pack	3	220.00	660.00
	5	boxes	Ballpen, Fine point, Black, 12pcs/box, refillable, Tip size 0.70mm	3	220.00	660.00
	6	boxes	Ballpen, Fine point, Blue, 12pcs/box, refillable, tip size 0.70mm	1	220.00	220.00
	7	box	Ballpen, Fine point, Red, 12pcs/box, refillable, Tip size 0.70mm	1	415.00	415.00
	8	pcs	Carbon, Paper, Legal Size, 100pcs/pack, Black	100	35.00	3,500.00
	9	packs	Clear Folder, Legal Size, thick	1	475.00	475.00
	10	pack	Clear Cover with Morocco underlay 10's (thick)	25	34.00	850.00
	11	pack	Correction Tape, film base type, 6mm, 5mm	1	490.00	490.00
	12	box	Envelope, brown for legal size documents, 100's/ pack	1	1,890.00	1,890.00
	13	pcs	Envelop, Expanding, Kraftboard w/ string for legal Size doc, 100 pcs/box	100	102.00	10,200.00
	14	boxes	Plastic Envelope, Transparent, Legal Size w/ handle	5	102.00	510.00
	15	bundle	Paper Fastener, 70mm between progs, sets/box	2	696.00	1,392.00
	16	bottles	Folder, Fancy, for long size documents, 100 pca/bundle	12	47.00	564.00
	17	sets	Glue, all purpose, 130g/btl	2	138.00	276.00
	18	pcs	Marker, fluorescent, Assorted colors 3 asstd. color per set	25	45.00	1,125.00
	19	pcs	Marker, Permanent, Black Bullet type, black	25	45.00	1,125.00
	20	pcs	Marker, Permanent, Blue, Bullet type, black	10	45.00	450.00
	21	packs	Marker, Permanent, Red, Bullet type, black	10	175.00	1,750.00
	22	reams	Meta Cards, assorted colors, 100 pcs/pack	100	360.00	36,000.00
	23	reams	Paper Multicopy, 80gsm, for A4 Size	100	384.00	38,400.00
	24	pads	Paper, Multicopy, 80gsm, for long Size	20	85.00	1,700.00
	25	boxes	Paper Pad, Yellow pad, 90 leaves, 60gsm	10	120.00	1,200.00
	26	pcs	Pencil XL, 12's/ box	2	216.00	432.00
	27	packs	Puncher (heavy duty) w/ two holes	20	134.00	2,680.00
	28	pcs	Photo paper, Glossy paper, A4 Size, 10pcs/pack	15	114.00	1,710.00
	29	pcs	Record Book, 300 pages, size: 214mmx278mm	5	65.00	325.00
	30	pcs	Scissor 7 big size (heavy duty)	18	30.00	540.00
	31	pcs	Sign Pen black 0.50, Black	18	30.00	540.00
	32	pcs	Sign Pen Blue, Liquid gelink, 0.5mm needle tip	3	38.00	114.00
	33	pcs	Stamp Pad, Ink Purple or violet, 30ml	4	69.00	276.00
	34	pcs	Stamp Pad felt, bed dimension: 60mm x 100mm	2	299.00	598.00
	35	boxes	Stapler (heavy duty) #35	24	45.00	1,080.00
	36	pcs	Staple Wire Standard (26/6)	20	114.00	2,280.00
***nothing follows***				<b>TOTAL AMOUNT</b>		<b>122,794.00</b>
					1%	1,227.94
					5%	6,139.70

Total Amount in Words = One Hundred Twenty-Two Thousand Seven 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: Jannelyn Go DELMA  
 Signature over Printed Name of Supplier  
 Date \_\_\_\_\_

BY THE AUTHORITY OF THE CITY MAYOR:  
 Very truly yours,  
**ATTY. ANNALIZA A. QUILIOME**  
 CITY ADMINISTRATOR  
**HON. ALFRED S. ROMUALDEZ**  
 City Mayor

Funds Available: 9  
**SALVADOR A. ABINA JR.**  
 City Accountant

BUR NO./ObR No.: \_\_\_\_\_  
 Date: 5-4-21  
 Amount: P 122,794.00  
001 5-02-03-010