



TACLOBAN CITY
RECEIVED
DATE: 5/10/21

PURCHASE ORDER

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

OFFICE OF THE CITY ADMINISTRATOR
RECEIVED
BY: [Signature]
DATE: 5-10-21
TIME: [Blank]
05-306

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.: **291 - 05 - 21**
Date: **05 - 10 - 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 1				CITY ADMIN.MARKET 2021-328		
	1	reams	Multi-purpose Long,70gsm,paper	10	348.00	3,480.00
	2	reams	Multi-purpose A4,70gsm,paper	10	324.00	3,240.00
	3	box	Ball Pen-Ball pen black, 0.5mm 12's/box	10	86.00	860.00
	4	reams	Paper- Mimeo Paper Long S20ww	10	263.00	2,630.00
	5	reams	Paper-Mimeo paper Short S20 ww	10	222.00	2,220.00
	6	set	Pen- Flourescent, 3 Assorted color set	5	138.00	690.00
	7	box	Ball Pen-Ball pen Blue ,0.5mm 12's/box	10	86.00	860.00
	8	pcs	Marker,Permanent Pen,Felt Tip Black	2	45.00	90.00
	9	pcs	Marker, Super Color Marker,Broad Point, BBlack	10	45.00	450.00
	10	pcs	CD-R/DVD Marker 1.0mm/0.4mm	6	35.00	210.00
	11	pcs	Cork Board ,2x3ft,wooden framed	6	950.00	5,700.00
	12	boxes	Push Pin	10	49.00	490.00
	13	pcs	Stapler White staple remover	5	299.00	1,495.00
	14	pcs	puncher,paper heavy duty with two hole guide	3	216.00	648.00
	15	bxes	Rubber Band,All purpose,Transpapeernt color Stationery No. 18 Big box	2	265.00	530.00
	16	roll	Tape,Transparent Tape 2"	10	49.00	490.00
	17	roll	Tape Packaging Tape 2"	10	57.00	570.00
	18	roll	Tape, Masking Tape 2"	10	72.00	720.00
nothing follows				TOTAL AMOUNT		25,373.00
					1%	253.73
					5%	1,268.65

Total Amount in Words = Twenty- Five Thousand Three Hundred Seventy- Three 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 the percent for every day of delay shall be imposed.

Conforme:
Jannylyn Go DELMA
Signature over Printed Name of Supplier
Date: _____

Very Truly Yours,
BY THE AUTHORITY OF THE CITY MAYOR:

ATTY. ANILIA A. QUILIGOS
CIC-OR ADMINISTRATOR
HON. ALFRED S. ROMUALDEZ
City Mayor

Funds Available:

SALVADOR A. ABINA JR.
City Accountant

BUR NO./ObR No.: _____
Date: **5-10-21**
Amount: **₱ 25,373.00**
100/ 5-02-07-010