

3.3.18



**OFFICE OF THE CITY ADMINISTRATOR**  
**RECEIVED**  
 BY: \_\_\_\_\_  
 DATE: 5-24-21  
 TIME: \_\_\_\_\_

**PURCHASE ORDER**

Republic of The Philippines  
 City Government of Tacloban  
 Kanhuraw Hill, Tacloban City 6500  
 Tel. Nos. 325-4053 **05-344**

TACLOBAN CITY  
**RECEIVED**  
 JUN: \_\_\_\_\_  
 DATE: 5-19-21

Supplier : <b>IDA'S GRAPHICS AND ENTERPRISES</b>	P.O. No.: <u>334-05-21</u>
Address : <b>M.H. DEL PILAR ST., BRGY.6, TACLOBAN CITY</b>	Date: <u>05-19-21</u>
Tel./Fax No.: <b>325-6496</b>	Mode of Procurement: <b>NEGOTIATED</b>
TIN : _____	<b>PROCUREMENT/NP-SVP</b>
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 1 PDAO 2021-363</b>						
	1	pcs	PWD ID L- 3 1/2 inches, H-2.15 inches	2,000	18.00	36,000.00
	2	pcs	Booklets for Medicine 5.5x4.1 inches 50 pages	500	28.00	14,000.00
	3	pcs	Booklets for Groceries L-4 inches W-6.3 50 pages	500	28.00	14,000.00
			<b>***nothing follows***</b>	<b>TOTAL AMOUNT</b>		<b>64,000.00</b>
				1%		640.00
				5%		3,200.00

Total Amount in Words = Sixty -Four Thousand **Pesos and 00/100 only.....**

In case of failure to make the full delivery within the time specified above, a penalty of **ONE PERCENT** of the total amount of the purchase order for every day of delay shall be imposed.

Conforme: \_\_\_\_\_  
MILS A. ROSA  
 Signature over Printed Name of Supplier  
5/25/21  
 Date

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

Funds Available: _____	BUR NO./ObR No.: _____
<b>SALVADOR A. ABINA, JR.</b>	Date: <u>5-20-21</u>
City Accountant <u>161</u>	Amount: <u>₱ 64,000.00</u>
	<u>10/5-02-99-990.58</u>