



J12

PURCHASE ORDER

Republic of The Philippines
 City Government of Tacloban
 Kanhuraw Hill, Tacloban City-6500
 Tel. Nos. 325-4055

TIME: 9:15
 DATE: 8-17-21




Supplier: **30 OFFICE SUPPLIES TRADING**
 Address: **EXT., KASSEL HOMES, BRGY. 71, TACLOBAN CITY**
 Tel./Fax No.: **325-6496**
 P.O. No.: **PO-02-21**
 Date: **08-16-21**
 Mode of Procurement: **SHOPPING 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: City General Services Office				Delivery Term:			
Date of Delivery:				Payment Term:			
Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount	
LOT 5							
			CSWDO 2021-619				
	1	btl	Alcohol, 500ml, Isopropyl, 70%	25	125.00	3,125.00	
	2	jar	Glue, all purpose 130g /jar	7	48.00	336.00	
	3	ream	Paper- Premium Paper S20 (A4)	7	340.00	2,380.00	
	4	ream	Paper-Premium Paper S20 (legal)	7	345.00	2,415.00	
	5	ream	Paper- Multicopy 80 gsm (A4)	8	310.00	2,480.00	
	6	ream	Paper- Multicopy 80 gsm (legal size)	8	323.00	2,584.00	
	7	pck	Paper- Cartolina 20s/pack, white, 78gsm	5	120.00	600.00	
	8	pack	Photo Paper-A4, 20s/pack, glossy, no back print	35	110.00	3,850.00	
	9	box	Sign Pen, fine point, liquid/ gel ink 0.5mm (black), 12 pcs/box	6	360.00	2,160.00	
	10	pck	Tape- Correction Tape, film base type, UL 6m min, 5mm	20	33.00	660.00	
	11	rls	Tape-Transparent Tape (1"w)	10	33.00	330.00	
	12	rls	Tape-Transparent Tape (2"w)	10	42.00	420.00	
	13	box	Wire-Staple Wire, for heavy duty No.35	8	36.00	288.00	
	14	pcs	Manila Paper	70	6.00	420.00	
						22,048.00	
						1%	220.48
						5%	1,102.40

Total Amount in Words = **Twenty- Two Thousand Forty -Eight 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: 
 Signature over Printed Name of Supplier
 Date

BY THE AUTHORITY OF THE CITY MAYOR
 Very truly yours,
 ATTY.
 OIC
HON. ALFRED S. ROMUALDEZ
 City Mayor

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

BUR NO./Obr No.:
 Date: **8-17-21**
 Amount: **# 22,048.00**
100 / 5-02-99-990-62


GLORIA E. FABRIGAS
 Member, BAC

FE CHONA A. BAHIN, RSW
 End User


ENGR. FELIPE A. PICARDAL
 Member BAC