



**PURCHASE ORDER**

Republic of The Philippines  
 City Government of Tacloban  
 Kanhuraw Hill, Tacloban City 6500  
 Tel. Nos. 325-4333

RECEIVED  
 9:11  
 8-17-21

174

Supplier: **J O OFFICE SUPPLIES TRADING**  
 Address: **EXT., KASSEL HOMES, BRGY. 71, TACLOBAN CITY**  
 Tel./Fax No.: **325-6496**  
 Supplier is: ( ) Manufacturer ( ) Exclusive Distributor  
 Registered: ( ) SEC ( ) DTI

OFFICE RECEIVED  
 BY: [Signature]  
 DATE: 8-17-21  
 TIME: 1:30

P.O. No.: 448-08-21  
 Date: 08-10-21  
 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**  
 Delivery Term:  
 Date of Delivery:  
 Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
<b>CSWDO 2021-620</b>						
	1	can	Air Freshener, aerosol, 280ml/150g min	30	230.00	6,900.00
	2	roll	Acetate, #3, 50 meters/roll	29	1,678.00	48,662.00
	3	btl	Alcohol, isopropyl, 70%, 500ml	125	125.00	15,625.00
	4	pack	Cartolina, white, 20's/pack, 78gsm	35	120.00	4,200.00
	5	pack	Cartolina, pink, 20's/pack, 78gsm	35	120.00	4,200.00
	6	pack	Cartolina, yellow green, 20's/pack, 78gsm	35	120.00	4,200.00
	7	pack	Cartolina, orange, 20's/pack, 78gsm	35	120.00	4,200.00
	8	pack	Cartolina, light blue, 20's/pack, 78gsm	35	120.00	4,200.00
	9	pack	cartolina red, 20's/pack, 78gsm	35	120.00	4,200.00
	10	pack	Construction paper, 20's/pack, asstd colors, 78gsm	75	34.00	2,550.00
	11	pcs	Correction Tape, film base, 6m min, 5mm	60	33.00	1,980.00
	12	box	fastener, metal, 70mm between prongs	55	48.00	2,640.00
	13	pack	Folder, tagboard, legal size, 100pcs/pack	40	650.00	26,000.00
	14	box	Marker, permanent black, bullet type 12's/box	40	528.00	21,120.00
	15	box	Marker, permanent blue, bullet type 12's/box	20	528.00	10,560.00
	16	box	Marker, whiteboard, black, 12's/box, felt tip	20	504.00	10,080.00
	17	box	Marker, whiteboard, blue, 12's/box, felt tip	20	504.00	10,080.00
	18	box	Paper Clip, vinyl/plastic coat length, 32mm min	53	20.00	1,060.00
	19	box	Paper Clip, vinyl/plastic coat length, 48mm min	35	28.00	980.00
	20	pcs	Paper, Manila paper	100	6.00	600.00
	21	ream	Paper, Multicopy, 80gsm, size: 210mm x 297mm	52	310.00	16,120.00
	22	ream	Paper, Multicopy, 80gsm, size: 216mm x 330mm	52	323.00	16,796.00
	23	ream	Paper, Multi-purpose A4 70gsm	52	322.00	16,744.00
	24	ream	Paper, Multi-purpose, legal 70gsm	52	344.00	17,888.00
	25	box	Pen, ballpen, black 0.5mm, 50's/box	15	405.00	6,075.00
	26	box	Pen, ballpen, blue 0.5mm, 50's/box	15	405.00	6,075.00
	27	box	Pen, ballpen, red 0.5mm, 50's/box	10	405.00	4,050.00
	28	box	Pencil, lead with eraser, 12's/box	15	125.00	1,875.00
	29	box	Sign Pen, black, liquid/ gel, 0.5mm needle tip, 12pcs/box	20	360.00	7,200.00
	30	box	Sign Pen, blue, liquid/ gel, 0.5mm needle tip, 12pcs/box	10	360.00	3,600.00
	31	box	Staple Wire, standard #35	20	36.00	720.00
	32	ris	Tape, Masking Tape, width: 24mm	55	40.00	2,200.00
	33	ris	Tape, Masking Tape, width: 48mm	55	70.00	3,850.00
	34	ris	Tape, Double Adhesive, width: 24mm	65	42.00	2,730.00
	35	ris	Tape, transparent, width: 24mm	60	33.00	1,980.00
	36	ris	Tape, transparent, width: 48mm	55	42.00	2,310.00
	37	packs	Tissue Paper, toilet 2 ply sheets, 150 pulls	10	124.00	1,240.00
			nothing follows			
<b>TOTAL AMOUNT</b>						<b>295,490.00</b>
1%						2,954.90
5%						14,774.50

Total Amount in Words = Two Hundred Ninety -Five Thousand Four Hundred Ninety 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]  
 Signature over Printed Name of Supplier  
 Date: \_\_\_\_\_

Very truly yours, [Signature] CITY MAYOR  
 ATTY. ALFRED S. ROMUALDEZ  
 HON. ALFRED S. ROMUALDEZ  
 City Mayor

**SALVADOR A. ABINA, JR.**  
 City Accountant

BUR NO./ObR No:  
 Date: 8-17-21  
 Amount: ₱ 295,490.00