



**CITY OF TACLOBAN**  
OFFICE OF THE CITY ADMINISTRATOR

RECEIVED  
DATE: 8-18-21  
TIME: 9:20

**PURCHASE ORDER**

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

**CITY ACCOUNTANT OFFICE**

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

Supplier: **30 OFFICE SUPPLIES TRADING** P.O. No.: 48A-18-21  
 Address: EXT., KASSEL HOMES, BRGY. 71, TACLOBAN CITY Date: 08-15-21  
 Tel./Fax No.: 325-6496 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
<b>LOT B</b>						
			<b>CSWDO 2021-602</b>			
	1	btl	Alcohol, 70%, 500ml	28	125.00	3,500.00
	2	can	Air Freshener, aerosol, 280ml/150g min	5	225.00	1,125.00
	3	box	Paper Fastener, metal 70mm between prongs	20	48.00	960.00
	4	set	Marker Fluorescent, 3 colors per set	10	135.00	1,350.00
	5	pcs	Marker, whiteboard, blackfelt tip	10	42.00	420.00
	6	pcs	Marker, permanent black, bullet type	10	44.00	440.00
	7	pcs	Marker, permanent blue, bullet type	10	44.00	440.00
	8	box	Paper Clip vinyl/plastic coat length 32mm	10	20.00	200.00
	9	box	Paper Clip vinyl/plastic coat length 48mm	10	28.00	280.00
	10	ream	Paper Multicopy, 80gsm: 210mm x 297mm	20	310.00	6,200.00
	11	ream	Paper Multicopy, 80gsm: 216mm x 330mm	20	323.00	6,460.00
	12	ream	Paper Multipurpose A4 70gsm	20	322.00	6,440.00
	13	ream	Paper Multipurpose, legal 70gsm	30	344.00	10,320.00
	14	ream	Paper, parchment size: 210x 297mm, multipurpose	20	344.00	6,880.00
	15	pcs	Sign Pen, black, liquid /gel ink, 0.5mm needle tip	15	30.00	450.00
	16	pcs	Sign Pen, blue, liquid /gel ink, 0.5mm needle tip	15	30.00	450.00
	17	box	Staple Wire, standard (26/6)	4	45.00	180.00
	18	pcs	Tape, Masking tape width: 24mm	10	40.00	400.00
	19	pcs	Tape, Masking tape width: 48mm	5	70.00	350.00
	20	pcs	Tape, transparent, width: 24mm	10	33.00	330.00
	21	pcs	Tape transparent width: 48mm	5	40.00	200.00
	22	packs	Tissue Paper, toilet 2 ply sheets 150 pulls	10	124.00	1,240.00
	23	box	Pen, ballpen, black 0.5mm, 50's/box	2	400.00	800.00
	24	box	Pen, ballpen, blue 0.5mm, 50's/box	1	400.00	400.00
	25	packs	Construction Paper, 20's/pack, asstd colors	10	35.00	350.00
	26	packs	Specialty Paper, long 10's/pad	5	35.00	175.00
	27	packs	Specialty Paper, short 10's/pad	5	35.00	175.00
	28	jar	Glue all purpose, grs weight 200g	8	62.00	496.00
	29	pcs	Manila Paper	100	6.00	600.00

\*\*\*nothing follows\*\*\*

**TOTAL AMOUNT 51,611.00**  
 1% 516.11  
 5% 2,580.55

Total Amount in Words = Fifty-One Thousand Six Hundred Eleven 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]  
**HON. ALFRED S. ROMUALDEZ**  
 City Mayor

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

BUR NO./Obr No.: \_\_\_\_\_  
 Date: 8-17-21  
 Amount: ₱ 51,611.00  
100/5-02-99-990-60