



**PURCHASE ORDER**  
 Republic of The Philippines  
 City Government of Tacloban  
 Kanhuraw Hill, Tacloban City 6600  
 Tel. Nos. 325-4333

CITY ACCOUNTANT OFFICE  
**RECEIVED**  
 TIME: 9:15  
 DATE: 8-17-21

509

Supplier: **30 OFFICE SUPPLIES TRADING**  
 Address: **EXT. KASSEL HOMES, BRGY. 71, TACLOBAN CITY**  
 Tel./Fax No.: **325-6496**  
 TIN  
 Supplier is: ( ) Manufacturer ( ) Exclusive Distributor  
 Registered: ( ) SEC ( ) DTI



P.O. No.: **999A-VX-21**  
 Date: **08-13-21**  
 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   |
|------------------------------|----------|-------|--|---------------------|------------------|----------|
| <b>LOT 7 CSWDO 2021-606</b>  |          |       |  |                     |                  |          |
|                              | 1        | btl   | Alcohol, 70 %, 500ml, Isopropyl                    | 10                  | 125.00           | 1,250.00 |
|                              | 2        | can   | Air Freshener, arosol, 280ml/150g min              | 3                   | 230.00           | 690.00   |
|                              | 3        | box   | Paper Fastener, metal 70mm between prongs          | 10                  | 45.00            | 450.00   |
|                              | 4        | set   | Marker Flourescent, 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              | 10                  | 310.00           | 3,100.00 |
|                              | 11       | ream  | Paper Multicopy, 80gsm, 216mm x 330mm              | 10                  | 323.00           | 3,230.00 |
|                              | 12       | ream  | Paper Multipurpose, A4 70gsm                       | 10                  | 322.00           | 3,220.00 |
|                              | 13       | ream  | Paper Multipurpose, legal 70gsm                    | 16                  | 344.00           | 5,504.00 |
|                              | 14       | ream  | Paper, parchment size: 210 x 297mm, multipurpose   | 5                   | 344.00           | 1,720.00 |
|                              | 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)                       | 5                   | 45.00            | 225.00   |
|                              | 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                      | 3                   | 42.00            | 126.00   |
|                              | 22       | packs | Tissue Paper, toilet 2 ply sheets, 150pulls        | 10                  | 124.00           | 1,240.00 |
|                              | 23       | box   | Pen, ballpen, black 0.5mm, 50's/ box               | 2                   | 405.00           | 810.00   |
|                              | 24       | box   | Pen, ballpen, blue 0.5mm, 50's/box                 | 2                   | 405.00           | 810.00   |
|                              | 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                 | 6                   | 62.00            | 372.00   |
|                              | 29       | pcs   | Manila Paper                                       | 50                  | 6.00             | 300.00   |
| <b>***nothing follows***</b> |          |       |  | <b>TOTAL AMOUNT</b> | <b>28,857.00</b> |          |
|                              |          |       |  | 1%                  |                  | 288.57   |
|                              |          |       |  | 5%                  |                  | 1,442.85 |

Total Amount in Words = **Twenty-Eight Thousand Eight Hundred and Fifty-Seven 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: \_\_\_\_\_

Very truly yours,   
 HON. ALFRED S. ROMUALDEZ  
 City Mayor

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

BUR NO./ObR No.: \_\_\_\_\_  
 Date: **8-17-21**  
 Amount: **₱ 28,857.00**  
**100 / 5-02-99-990-60**