



486

COA Prescribed Form

3.3.18



PURCHASE ORDER

Republic of the Philippines
City Government of Tacloban

Tel. Nos. 325-4053

Supplier : 3 O OFFICE SUPPLIES TRADING	P.O. No.: <u>487- 22- 21</u>
Address :	Date: <u>08-13-21</u>
Tel./Fax No.:	Mode of Procurement: <u>Negotiated</u>
TIN :	Procurement (NV-SVP)
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
CMO 2021-638						
1	1	units	Water Dispenser, hot and cold compressor type cooling, with storage cabinet, free standing and with free 5 gallon empty water dispenser jug	20	11,480.00	229,600.00
nothing follows				TOTAL AMOUNT		229,600.00
				1%		2,296.00
				5%		11,480.00

Total Amount in Words = **Two Hundred Twenty-nine Thousand Six Hundred Pesos 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,
ATTY. IN COUNSEL
OIC
HON. ALFRED S. ROMUALDEZ
City Mayor

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

BUR NO./ObR No.:
Date: 8-16-21
Amount: ₱ 229,600.00
100/1-07-99-990

