



498

COA Prescribed Form

3.3.18



PURCHASE ORDER
 Republic of the Philippines
 City Government of Tacloban

Tel. Nos. 325-4053

Supplier: NEED INK SALES & SERVICES	P.O. No.: <u>498-02-21</u>
Address: _____	Date: <u>08-15-21</u>
tel./Fax No.: _____	Mode of Procurement: SHOPPING B
E-mail: _____	
Supplier is: () Manufacturer () Exclusive Distributor	
Registered: () SEC () DTI	
Representatives: _____	

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: _____	
Item No.	Unit	Description	Amount
		CTO 2021-593	
1	crg	TONER LBP 2900	
		nothing follows	
		TOTAL AMOUNT	219,000.00
		1%	2,190.00
		5%	10,950.00

Amount in Words = **Two Hundred Nineteen Thousand 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.

Name: PRINCESS ANNE QUINTON
 Signature over Printed Name of Supplier
 Date: 8/17/21

Very truly yours,
 _____ OF THE CITY MAYOR:
 ATTY. ALFREDO S. ROMUALDEZ
 OIC-CITY ADMINISTRATOR
HON. ALFREDO S. ROMUALDEZ
 City Mayor

Available:
SALVADOR A. ABINAJAR
 City Accountant

BUR NO./Obr No.: _____
 Date: 8-16-21
 Amount: ₱ 219,000.00
16715-02-09-010

