



08-248

PURCHASE ORDER

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



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.: **598-06-21**
 Date: **08-26-21**
 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
LOT 1			CSWDO 2021-677			
	1	pc	Documentary Tray, 2 layers,plastic	1	390.00	390.00
	2	box	Paper Fastener, metal,70mm	2	48.00	96.00
	3	box	Pen, Ballpen, black 0.5mm,50's/box	1	400.00	400.00
nothing follows				TOTAL AMOUNT		886.00
				1%		8.86
				5%		44.30

Total Amount in Words = Eight Hundred Eighty-Six 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: _____

BY THE AUTHORITY OF THE CITY MAYOR:
 Very truly yours,
ATTY. ANJALIZA A. QUILLOPE
 OIC-CITY ADMINISTRATOR
HON. ALFRED S. ROMUALDEZ
 City Mayor

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

BUR NO./Obr No.: _____
 Date: **8-27-21**
 Amount: **# 886.00**
100/5-02-99-990-70

