



09-572

**PURCHASE ORDER**

Republic of The Philippines  
 City Government of Tacloban  
 Kanhuraw Hill, Tacloban City 6500  
 Tel. Nos. 255-0000

RECEIVED  
 TIME: 2:52  
 DATE: 9-14-21

Supplier: **JANNLYN ENTERPRISES**  
 Address: **UGSAD, MARASBARAS, BRGY.79, TACLOBAN CITY**  
 Tel./Fax No.: **325-6496**  
 TIN: \_\_\_\_\_  
 Supplier is: ( ) Manufacturer ( ) Exclusive Distributor  
 Registered: ( ) SEC ( ) DTI

RECEIVED  
 BY: [Signature]  
 DATE: 9-15-21  
 TIME: \_\_\_\_\_

P.O. No.: **571-09-21**  
 Date: **09-09-21**  
 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 : **(COD) Cash on Delivery** Payment Term: \_\_\_\_\_

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 1						
			<b>SP 2021-704</b>			
	1	piece	pen,ballpen, red	50	6.00	300.00
	2	box	binder clip, 32mm	10	120.00	1,200.00
	3	piece	board marker, blue	10	65.00	650.00
	4	ream	paper multicopy 80gsm 210mm x 297mm , A4	225	240.00	54,000.00
	5	ream	paper multicopy 80gsm 216mm x 330mm , legal	300	250.00	75,000.00
	6	pad	carbon film, black 216mm x 330mm, legal ,100 sheets/pad	20	779.00	15,580.00
	7	piece	corection tape, film base, 6m min,5mm	100	32.00	3,200.00
	8	piece	cuter, knife, for general purpose	15	65.00	975.00
	9	box	envelope, expanding for legal size, kraft board, 100 pcs/ box	2	1,800.00	3,600.00
	10	piece	envelope, expanding plastic, 0.50mm thickness	20	65.00	1,300.00
	11	roll	duct, tape, 2"	30	95.00	2,850.00
	12	set	marker, flourescent,3's/set, assorted	20	150.00	3,000.00
	13	pads	index card, 1/2.5x8 size,100 pcs/pad	10	150.00	1,500.00
	14	roll	tape, masking,48mm	30	85.00	2,550.00
	15	box	paper fastener, plastic 70mm	50	35.00	1,750.00
	16	piece	marker, permanent, black, bullet type	50	45.00	2,250.00
	17	pad	paper,photopaper, self adhesive, glossy A4,20 pcs/pck	50	120.00	6,000.00
	18	piece	puncher,paper, heavy duty,two hole guide	15	180.00	2,700.00
	19	piece	scissors,symmetrical blade 65mm	20	85.00	1,700.00
	20	roll	tape,transparent 24mm	30	35.00	1,050.00
	21	roll	tape transparent 48mm	30	68.00	2,040.00
	22	piece	sign pen, black, liquid gel, ink 0.5mm, needle type	150	35.00	5,250.00
	23	piece	stamp pad ,felt ,bed dimension: 60mm x100mm	20	48.00	960.00
	24	bottle	stamp pad, ink,black or violet,30ml	20	35.00	700.00
	25	box	staple wire, standard, (16/6)	20	45.00	900.00
	26	piece	stapler, standard type,200 staples	15	319.00	4,785.00
	27	pad	note pad, stick on 3"x 4"	15	48.00	720.00
	28	piece	USB flash drive, 16GB	25	480.00	12,000.00

.....Nothing Follows ..... **TOTAL AMOUNT 208,510.00**  
 1% 2,085.10  
 5% 10,425.50

Total Amount in Words = Two Hundred Eight Thousand Five Hundred Ten 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]*  
**JANNLYN GO DELIMA**  
 Signature over Printed Name of Supplier

Very truly yours,  
**ATTY. ANNALIZA A. QUILLORE**  
 OIC-CITY ADMINISTRATOR  
**HON. ALFRED S. ROMUALDEZ**  
 City Mayor

Date: \_\_\_\_\_  
**SALVADOR A. ABINA, JR.**  
 City Accountant

BUR NO./ObR No.: \_\_\_\_\_  
 Date: **9-14-21**  
 Amount: **₱ 208,510.00**  
**100/5-02-07-010**