



PURCHASE ORDER

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

CITY ACCOUNTANT OFFICE
RECEIVED
 TIME: 9:20
 DATE: 10-1-21

OFFICE OF THE CITY ADMINISTRATOR
RECEIVED
 BY: [Signature]
 DATE: 10-4-21

10-644

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

P.O. No.: **608-10-21**
 Date: **10-01-21**
 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 : **(COD) Cash on Delivery**
 Delivery Term :
 Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
			CASSO 2021-751			
	1	book	Record Book, 300 pages, size 214mm x 278mm	10	114.00	1,140.00
	2	book	Record Book, 500 pages, size 214mm x 278mm	5	144.00	720.00
	3	pcs	Stapler Heavy Duty w/ Staple Remover, Big	6	299.00	1,794.00
	4	boxes	Stapler Wire Standard (26/6)	6	34.00	204.00
	5	set	Marker, Fluorescent (Assorted Colors) 3's/ set	10	138.00	1,380.00
	6	ream	Multipurpose paper 70gsm 210mm x 297mm A4	70	324.00	22,680.00
	7	ream	Multi Copy paper 80gsm legal	40	346.00	13,840.00
	8	pcs	Correction Tape fil base type UL5mm	50	34.00	1,700.00
	9	jar	Paste-Paste Jar Multi-puripose w/ applicator 200grms	3	58.00	174.00
	10	btls	Ink Stamp Pad ink (violet), 30ml	5	38.00	190.00
	11	box	Pen-Ballpen, black 0.5mm 12's/ box	10	86.50	865.00
	12	box	Pencil #2 12's/ box	6	120.00	720.00
	13	pcs	Pen- Sign pen (Black) 0.7mm	5	30.00	150.00
	14	pcs	Marker, Permanent (black)	5	45.00	225.00
	15	box	Envelope (Brown Envelope Legal Size) 500's/pck	2	1,500.00	3,000.00
	16	box	Envelope (Brown Envelope A4) 500's/pck	1	1,398.00	1,398.00
	17	reams	Paper- Mimeo Paper (Short), S-20	6	222.00	1,332.00
nothing follows				TOTAL AMOUNT		51,512.00

1% 515.12
 5% 2,575.60

Total Amount in Words = Fifty -One Thousand Five Hundred Twelve 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:
JANNYLYN GO DELIMA
 Signature over Printed Name of Supplier

Very truly yours,
 BY THE AUTHORITY OF THE CITY MAYOR

HON. ALFRED S. ROMUALDEZ
 OIC-Assistant City Administrator

Date

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

BUR NO./ObR No.:
 Date: **10/01/2021**
 Amount: **₱ 51,512**
100/5-02-03-010