



10-633

PURCHASE ORDER
 Republic of the Philippines
 City Government of Tacloban

Tel. Nos. 325-4053



Supplier: 3 O OFFICE SUPPLIES TRADING	P.O. No.: 614-10-2021
Address:	Date: 10-07-2021
Tel./Fax No.:	Mode of Procurement: SHOPPING B
TIN:	
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: COD (Cash on Delivery)	Payment Term:					
Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
			CSWDO 2021-779			
1	1	pc	Desk Layer mesh, 2 layers, metal, hd	3	480.00	1,440.00
2	2	pc	Pencil Sharpener heavy duty	1	610.00	610.00
			nothing follows	TOTAL AMOUNT		2,050.00
				1%		20.50
				5%		102.50

Total Amount in Words = **Two Thousand Fifty 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:

FRANCIS ESTOVEDO
 Signature over Printed Name of Supplier
 10-22-21
 Date

Very truly yours,

BY THE AUTHORITY OF THE CITY MAYOR

HON. ALFRED S. ROMUALDEZ
 OIC-Assistant City Administrator

22 OCT 2021

Funds Available:

SALVADOR A. ABINA, JR.
 City Accountant

BUR NO./ObR No.:

Date: **10-19-21**
 Amount: **# 2,050.00**
10/5-62-99-990-56

