COA Prescribed Form

662

3.3.18

OFFICE OF THE CITY ADMINISTRATOR
RECEIVED
BY:
DATE: 10-13-21
TIME:

CITY ACCOUNTANT'S OFFICE
TACLOBAN CITY
RECEIVED
ORS: 4-45-P-4
DATE: 10-12-2021

PURCHASE ORDER

Republic of the Philippines
City Government of Tacloban

Tel. Nos. 325-4053

Supplier : ***GREENWARE CUSTOMIZED SYSTEMS & PC ACCESSORIES***	P.O. No.: 623-10-21
Address :	Date: 10-12-21
Tel./Fax No.:	Mode of Procurement: ***Negotiated Procurement (NV-SVP)***
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 :	Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
			DILG 2021-763			
1	1	pcs	Maintenance Box Epson L6190	4	750.00	3,000.00
			nothing follows	TOTAL AMOUNT		***3,000.00***
				1%		30.00
				5%		150.00

Total Amount in Words = ***Three 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.

Very truly yours,

BY THE AUTHORITY OF THE CITY MAYOR

MARIVIC V. ADORNADO
CITY ADMINISTRATOR

HON. ALFRED S. ROMUALDEZ
City Mayor

14 OCT 2021

Conforme:

Signature over Printed Name of Supplier

Date

Funds Available:

SALVADOR A. ABINA,JR.
City Accountant

BUR NO./ObR No.:
Date: 10/13/2021
Amount: ₱3,000
100 5-02-03-010