



09-640

PURCHASE ORDER

Republic of The Philippines
 City Government of Tacloban
 Kanhueaw Hill, Tacloban City 6500
 Tel. No. 325-4053

CITY ACCOUNTANT OF
 TIME: 9:00
 DATE: 9-27-21

Supplier: **HANZ GRAPHICS & DIGITAL IMAGING CENTER**
 Address: **J ROMUALDEZ ST. BRGY. 14 TACLOBAN CITY**
 Tel./Fax No.: **325-6496**
 TIN :
 Supplier is: () Manufacturer () Exclusive Distributor
 Registered: () SEC () DTI

P.O. No.: **38A-01-21**
 Date: **09-16-21**
 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 : 30 days upon conformity of Purchase Order		Payment Term:				
Stock No.	Item No.	Unit	Description	QTY	Unit	Amount
LOT 1 IASO 2021-705					Cost	
	1	can	Air Freshener, aerosol, 280ml/150g min	2	455.00	910.00
	2	bottle	Alcohol, ethyl/ isopropyl, 70%, scented, 500ml	12	120.00	1,440.00
	3	piece	Broom, soft (tambo), weight 200 grams tiger grass	1	178.00	178.00
	4	box	Carbon Film, PE, black, size 216mm x 330mm, 100s	1	742.00	742.00
	5	piece	Correction Tape, film base type, UL 6m min, 5mm	2	45.00	90.00
	6	box	Envelope, Documentary, for legal size document, 500 pcs/pack	3	2,975.00	8,925.00
	7	piece	Eraser, Felt, for blackboard/ whiteboard	1	32.00	32.00
	8	box	Fastener, Plastic 50 sets/ box, 25mm	2	41.00	82.00
	9	pack	Folder, Tagboard, for legal size documents, 100s/ box	1	650.00	650.00
	10	can	Insecticide, aerosol type, net content: 600ml min	1	745.00	745.00
	11	pad	Note Pad, stick on, 76mm x 100mm (3"x4") min	1	33.00	33.00
	12	ream	Paper, Multi-Purpose A4, 70 gsm	5	238.00	1,190.00
	13	pack	Paper, Photopaper, Long 20's/pack	1	195.00	195.00
	14	box	Paper Clip, vinyl/ plastic coat, length : 32mm min	1	22.00	22.00
	15	box	Pen, Ballpen, Black 0.5mm 12's/ box	5	85.00	425.00
	16	box	Pencil, lead, w/ eraser, wood cased, hardness: HB 12's/ box	1	117.00	117.00
	17	piece	Puncher, paper heavy duty, with two holes guide	1	215.00	215.00
	18	book	Record Book, 500 pages, size: 214mm x 278mm min	1	112.00	112.00
	19	pair	Scissors, symmetrical, blade length: 65mm min	2	92.00	184.00
	20	piece	Sign Pen, Black liquid/ gel ink, 0.5mm needle tip	10	41.00	410.00
	21	piece	Stapler, Standard Type, load cap: 200 staples min	1	345.00	345.00
	22	piece	Tape Dispenser, Table Top, for 24mm width tape	1	195.00	195.00
	23	roll	Tape Masking, width: 24mm (± 1mm)	1	41.00	41.00
	24	roll	Tape Packaging, width: 48mm (± 1mm)	1	74.00	74.00
	25	roll	Tape Transparent, width: 48mm (± 1mm)	1	70.00	70.00
	26	packs	Toilet Tissue Paper 2-plys sheets, 150 pulls 12 rolls/ pack	2	235.00	470.00
	27	roll	Black Bag, plastic, transparent 100 pcs/ pack	2	1,075.00	2,150.00
.....nothing follows.....						
TOTAL AMOUNT						20,042.00

1% 200.42
 5% 1,002.10

Total Amount in Words = **Twenty Thousand Forty -Two 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 over Printed Name of Supplier

Very truly yours,
 BY THE AUTHORITY OF THE CITY MAYOR
 ATTY. IN GENERAL
HON. ALFRED S. ROMUALDEZ
 City Mayor

Date

Funds Available:
SALVADOR ARINA JR.
 CITY ACCOUNTANT

BUR NO./ObR No.:
 Date: **9-27-21**
100/5-02-01-010
 Amount: **₱ 20,042.00**