



10-646

PURCHASE ORDER

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



Supplier : HANZ GRAPHICS & DIGITAL IMAGING CENTER	P.O. No.: <u>197-09-21</u>
Address : J ROMUALDEZ ST.BRGY.14 TACLOBAN CITY	Date: <u>09-24-21</u>
Tel./Fax No.: 325-6496	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 : 30 days upon conformity of Purchase Order	Payment Term:																																																	
<table border="1"> <thead> <tr> <th>Stock No.</th> <th>Item No.</th> <th>Unit</th> <th>Description</th> <th>QTY</th> <th>Unit Cost</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3">LOT 3</td> <td>IASO 2021-705</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>reams</td> <td>Paper,Multi-Purpose Legal, 70 gsm</td> <td>12</td> <td>248.00</td> <td>2,976.00</td> </tr> <tr> <td colspan="3"></td> <td>.....nothing follows</td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="5" style="text-align: right;">TOTAL AMOUNT</td> <td></td> <td>2,976.00</td> </tr> <tr> <td colspan="5"></td> <td>1%</td> <td>29.76</td> </tr> <tr> <td colspan="5"></td> <td>5%</td> <td>148.80</td> </tr> </tbody> </table>	Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount	LOT 3			IASO 2021-705					1	reams	Paper,Multi-Purpose Legal, 70 gsm	12	248.00	2,976.00			nothing follows				TOTAL AMOUNT						2,976.00						1%	29.76						5%	148.80	
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Total Amount in Words = Two Thousand Nine Hundred Seventy- Six 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:

Very truly yours,

BY THE AUTHORITY OF THE CITY MAYOR

HON. ALFRED S. ROMUALDEZ
OIC-Assistant City Mayor

Signature over Printed Name of Supplier

Date

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

BUR NO./ObR No.:
Date: 10/01/2021
2,976
100/5-02-03-010

