



# PURCHASE ORDER

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

673



Supplier : <b>IDA'S GRAPHICS AND ENTERPRISES</b>	P.O. No.: <u>673-11-21</u>
Address : <u>M.H. DEL PILAR ST., BRGY.6, TACLOBAN CITY</u>	Date: <u>11-13-21</u>
Tel./Fax No.: <u>325-6496</u>	Mode of Procurement: <b>SHOPPING B</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 : <b>City General Services Office</b>	Delivery Term :
Date of Delivery : <u>within 30 days upon conformity of Purchase Order</u>	Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 2						
			CMO- CLEP 2021-774			
	1	reams	Paper, specialty paper, Legal, 90gsm	4	1,140.00	4,560.00
	2	reams	Paper, specialty paper, Short 90gsm	2	1,020.00	2,040.00
	3	pcs	Manila Paper	48	6.00	288.00
	4	pcs	Paper bag "16x12"	400	80.00	32,000.00
***nothing follows***				TOTAL AMOUNT		<b>38,888.00</b>
				1%		388.88
				5%		1,944.40

Total Amount in Words = Thirty -Eight Thousand Eight Hundred Eighty- Eight **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.

BY THE AUTHORITY OF THE CITY MAYOR  
 Very truly yours,  
 \_\_\_\_\_  
 Signature over Printed Name of Supplier  
11/18/21  
 Date

MARIC U. DORNADO  
 HON. ALFREDO S. FORTALDEZ  
 City Mayor

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

BUR NO./ObR No.:  
 Date: 11-17-21  
 Amount: ₱ 38,888.00  
10015-02-99-940-107

