



PURCHASE ORDER

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



Supplier : IDA'S GRAPHICS AND ENTERPRISES	P.O. No.: <u>112-10-21</u>
Address : <u>M.H. DEL PILAR ST., BRGY. 6, TACLOBAN CITY</u>	Date: <u>11-29-21</u>
Tel./Fax No.: <u>325-6496</u>	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 : with in 30 days upon conformity of Purchase Order	Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 2 PDAO 2021-828						
	1	gallons	Alcohol 70% isopropyl , 4 ltrs /gal	15	510.00	7,650.00
	2	ream	Paper Multicopy Legal,80gsm	15	344.00	5,160.00
	3	pcs	Air freshener Scented Gel, 180 grams	5	208.00	1,040.00
	4	box	Black Ballpen 50's	5	405.00	2,025.00
	5	pcs	Correction Tape 5mm	30	33.00	990.00
	6	box	Sign pen Black 12's/ box, liquide-gel ink ,0.5mm	3	420.00	1,260.00
	7	pcs	Masking Tape 48cm 2 inch	10	70.00	700.00
	8	box	Pencil # 2 12's	3	120.00	360.00
	9	pcs	Scotch Tape 48cm 2 inch	10	34.00	340.00
	10	pcs	Double sided Tape 1 inch	10	42.00	420.00
	11	pcs	Box Filer with cover for legal size	10	675.00	6,750.00
nothing follows				TOTAL AMOUNT		26,695.00
				1%		266.95
				5%		1,334.75

Total Amount in Words = Twenty Six Thousand Six Hundred Ninety- Five 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.

Conforms: Signature over Printed Name of Supplier <u>11/12/21</u> Date	Very truly yours, BY THE AUTHORITY OF THE CITY MAYOR ATTY. ANNALIZA ALE NIEL AQUILOPEZ HON. ALFREDO S. ROMUALDEZ City Mayor
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Funds Available: SALVADOR A. ABINA, JR. City Accountant	BUR NO./Obr No.: Date: <u>11-10-21</u> Amount: <u>₱ 26,695.00</u> <u>100/5-62-99-990-58</u>
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