



RECEIVED
BY: [Signature]
DATE: 12-15-21
TIME: [Signature]

OFFICE OF THE CITY ADMINISTRATOR

PURCHASE ORDER

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

12-738

Supplier: BXU COPY TRADING & ENT. CORP.	P.O. No.: <u>195A-12-21</u>
Address: QUARRY SALAZAR STS., BRGY 44-A TACLOBAN CITY	Date: <u>12-02-21</u>
Tel./Fax No.: 325-6496	Mode of Procurement: DIRECT
TIN:	CONTRACTING
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: within 30 days upon Conformity of Purchase Order	Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
CITY AUDITOR'S OFFICE 2021-920						
	1	unit	Toner Docucentre S2011	4	4,000.00	16,000.00
nothing follows				TOTAL AMOUNT		16,000.00
						1% 160.00
						5% 800.00

Total Amount in Words = Sixteen Thousand **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.

<p>Conforme: <u>[Signature]</u> KRISTINA MALEN ABBAY</p> <p>Signature over Printed Name of Supplier</p> <p><u>12-20-2021</u> Date</p>	<p>By the Authority of the City Mayor</p> <p>Very truly yours, <u>[Signature]</u> ATTY. MACLETO REI A. LAGANILAO III City Administrator</p> <p>HON. ALFRED S. ROMUALDEZ City Mayor</p>
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<p>Funds Available: <u>[Signature]</u> SALVADOR A. ABINA JR. City Accountant</p>	<p>BU'R NO./ObR No.:</p> <p>Date: <u>12-13-21</u></p> <p>Amount: <u># 16,000.00</u> <u>100/5-02-07-610</u></p>
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12/13/21