



# PURCHASE ORDER

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

**CITY ACCOUNTANT OFFICE RECEIVED**  
TIME: 10:20 am  
DATE: 5/12/22

Supplier: **BXU COPY TRADING & ENT. CORP.**  
 Address: DOOR 7 VILLAGE CENTER, QUARRY SALAZAR STS., BRGY.44-A, TACLOBAN CITY  
 Tel./Fax No.: 325-6496  
 P.O. No.: 184B-04-22  
 Date: 04-08-22  
 Mode of Procurement: **DIRECT 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
<b>LOT 3 CITY ADMIN OFFICE 2022-390</b>				9	6,000.00	54,000.00
	1	box	Toner Cartridge K (Black) CT201734			
			brand & model : FUJIXEROX ApeosPort IV 3065			
***nothing follows***				<b>TOTAL AMOUNT</b>		<b>54,000.00</b>
				1%		540.00
				5%		2,700.00

Total Amount in Words = Fifty- Four 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.

By the Authority of the City Mayor  
Very truly yours,  
**ATTY. ANAGLETO REFA. LACANILAO III**  
City Administrator  
**HON. ALFRED S. ROMUALDEZ**  
City Mayor

Confirms:   
Signature over Printed Name of Supplier  
Date: May 10, 2022

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

BUR NO./ObR No.:  
Date: 5/12/22  
Amount: ₱ 54,000.00  
10015-12-07-010