

THE CITY ADMINISTRATOR
RECEIVED
DATE: 3 MAY 2022
TIME: 9:07 AM

302 **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 : **JANNYLYN ENTERPRISES** P.O. No.: 196cc-04-2
 Address : UGSAD, MARASBARAS, BRGY. 79, TACLOBAN CITY Date: 04-13-22
 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:

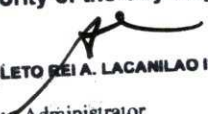
Place of Delivery : **City General Services Office** Delivery Term : _____
 Date of Delivery : within 30 days upon Conformity of Purchase Order Payment Term : _____

Stock No.	Item No.	Unit	Description	QTY	Unit cost	Amount
LOT 1 HRMDO 2022-302						
	1	pack	Battery, dry cell, AA, 4 pieces per blister pack	10	47.00	470.00
	2	pack	Battery, dry ,cell AAA, 4pieces per blister pack	10	48.00	480.00
	3	pcs	Box Filer with cover (11"x17")	15	450.00	6,750.00
	4	pc	Data, Folder, made of clipboard, taglia lock (3", Legal size)	50	150.00	7,500.00
	5	ream	Paper, Multicopy, A4, 80gsm	80	295.00	23,600.00
	6	ream	Paper Multicopy Legal, 80gsm	65	297.00	19,305.00
	7	pc	Punche ,paper, r heavy duty, with two hole guide	2	216.00	432.00
	8	box	Rubber Band, 70mm min lay flat length (#18)	1	250.00	250.00
	9	pc	Sign Pen ,Black ,Uniball 1.0mm gel impact	10	95.00	950.00
	10	pc	Office Equipment & Accessories and Supplies - Scissors, Symmetrical , Blade Length, 65mm min	5	60.00	300.00
	11	pc	Stapler, w/ staple remover	5	156.00	780.00
..... NOTHING FOLLOWS						
Total Amount						60,817.00
1%						608.17
5%						3,040.85

Total Amount in Words = Sixty Thousand Eight Hundred Seventeen 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: 
JANNYLYN GO DELIMA
 Signature over Printed Name of Supplier
5-16-22
 Date

By the Authority of the City Mayor
 Very truly yours,

ATTY. ANACLETO REI A. LAGANILAO III
 City Administrator
HON. ALFRED S. ROMUALDEZ
 City Mayor

Funds Available: SALVADOR A. ABINA, JR. City Accountant
 BUR NO./ObR No.: _____
 Date: 5-12-22
 Amount: ₱ 60,817.00
1015-02-07-610