



RECEIVED  
 26 MAY 2022  
 TIME: 3:19pm

363

**PURCHASE ORDER**

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

**CITY ACCOUNTANT OFFICE**  
**RECEIVED**  
 TIME: 9:00 am  
 DATE: 5/26/22

Supplier: **COPYLANDIA OFFICE SYSTEMS CORPORATION-TACLOBAN BRANCH**  
 Address: R.R.APOSTOL BLDG.P. ZAMORA COR.STO.NIÑO ST., BRGY.25 TACLOBAN CITY  
 Tel./Fax No.: 325-6496  
 TIN :  
 Supplier is : ( ) Manufacturer ( ) Exclusive Distributor  
 Registered: ( ) SEC ( ) DTI

P.O. No.: 319A-05-22  
 Date: 05-04-22  
 Mode of Procurement: **SHOPPING B**

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 :		within 30 days upon Conformity of Purchase Order		Payment Term:		
Stock No.	Item No.	Unit	Description	QTY	Unit Cost	Amount
LOT 13			<b>CASSO 2022-444</b>			
	1	unit	Toner Cartridge TN 414 C Genuine Bottle	4	4,900.00✓	19,600.00 ✓
	2	unit	Toner Cartridge TN 513 C Genuine Bottle	4	4,300.00✓	17,200.00 ✓
			brand & model : DEVELOP INEO			
			<b>***nothing follows***</b>	<b>TOTAL AMOUNT</b>		<b>36,800.00/</b>
				1%		368.00
				5%		1,840.00

Total Amount in Words = Thirty- Six Thousand Eight Hundred **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:  
  
 JOY TRESSA M. ESPARES  
 Signature over/Printed Name of Supplier  
 05-27-22  
 Date

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

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

BUR NO./ObR No.:  
 Date: 5-26-22  
 Amount: ₱ 36,800.00  
 100/5-02-07-070