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PURCHASE ORDER

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

CITY ACCOUNTANT OFFICE
RECEIVED
 TIME: 10:08 am
 DATE: 5/23/22

Supplier : **NEED INK SALES & SERVICES**
 Address : **PUROK 4, REAL & EL REPOSO STS.BRGY.55 TACLOBAN CITY**
 Tel./Fax No.: **325-6496**
 P.O. No.: **2021A-04-22**
 Date: **04-21-22**
 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 15 days upon Conformity of Purchase Order		Payment Term:				
Stock No.	Item No.	Unit	Description	QTY	Unit cost	Amount
LOT 4		CSWDO 2022-456				
	1	cart	Toner- Canon LBP 2900	3	2,480.00	7,440.00
			brand & model : OPT 12A			
nothing follows				TOTAL AMOUNT		7,440.00
				1%		74.40
				5%		372.00

Total Amount in Words = Seven Thousand Four Hundred Forty **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:

JAERA C. PALANAS
 Signature over Printed Name of Supplier
5-25-22
 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: **5-23-22**
 Amount: **₱ 7,440.00**
10015-62-99-990-72