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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 : <b>NEED INK SALES &amp; SERVICES</b>	P.O. No.: <b>206A-04-22</b>
Address : <b>PUROK 4, REAL &amp; EL REPOSO STS.BRGY.55 TACLOBAN CITY</b>	Date: <b>04-22-22</b>
Tel./Fax No.: <b>325-6496</b>	Mode of Procurement: <b>SHOPPING B</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 : <b>City General Services Office</b>	Delivery Term :
Date of Delivery : <b>within 15 days upon Conformity of Purchase Order</b>	Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit cost	Amount
LOT 1			<b>CSWDO 2022-458</b>			
	1	cart	Toner- Canon LBP 2900	5	2,480.00	12,400.00
			brand & model : OPT 12A			
***nothing follows***				TOTAL AMOUNT		<b>12,400.00</b>
					1%	124.00
					5%	620.00

Total Amount in Words = Twelve Thousand Four 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: JAERA PALANAS  
 Signature over Printed Name of Supplier  
 Date: 5-25-22

**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: <u>SALVADOR A. ABINA, JR.</u> City Accountant	BUR NO./ObR No.: Date: <u>5-23-22</u> Amount: <u>₱ 12,400.00</u> <u>1015-02-99-940.60</u>
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