



314

**PURCHASE ORDER**

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

**CITY ACCOUNTANT OFFICE**  
**RECEIVED**  
 TIME: 9:50am  
 DATE: 5/23/22

Supplier : <b>NEED INK SALES &amp; SERVICES</b>	P.O. No.: <b>702A-04-22</b>
Address : <b>PUROK 4, REAL &amp; EL REPOSO STS.BRGY.55 TACLOBAN CITY</b>	Date: <b>04-25-22</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 : within 15 days upon Conformity of Purchase Order	Payment Term:																																																								
<table border="1"> <thead> <tr> <th>Stock No.</th> <th>Item No.</th> <th>Unit</th> <th>Description</th> <th>QTY</th> <th>Unit cost</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td colspan="3">LOT 5</td> <td><b>CSWDO 2022-460</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td>1</td> <td>cart</td> <td>Toner-Canon LBP 2900</td> <td>51</td> <td>2,480.00</td> <td>126,480.00</td> </tr> <tr> <td></td> <td></td> <td></td> <td>brand &amp; model : OPT 12A</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td><b>***nothing follows***</b></td> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="4"></td> <td><b>TOTAL AMOUNT</b></td> <td></td> <td><b>126,480.00</b></td> </tr> <tr> <td colspan="4"></td> <td>1%</td> <td></td> <td>1,264.80</td> </tr> <tr> <td colspan="4"></td> <td>5%</td> <td></td> <td>6,324.00</td> </tr> </tbody> </table>	Stock No.	Item No.	Unit	Description	QTY	Unit cost	Amount	LOT 5			<b>CSWDO 2022-460</b>					1	cart	Toner-Canon LBP 2900	51	2,480.00	126,480.00				brand & model : OPT 12A							<b>***nothing follows***</b>								<b>TOTAL AMOUNT</b>		<b>126,480.00</b>					1%		1,264.80					5%		6,324.00	
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Total Amount in Words = One Hundred Twenty- Six Thousand Four Hundred Eighty **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  
 5-23-22  
 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: **5-23-22**  
 Amount: **₱ 126,480.00**  
**001 5-02-19-990-28**