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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	P.O. No.: 204A-04-22
Address : PUROK 4, REAL & EL REPOSO STS.BRGY.55 TACLOBAN CITY	Date: 04-20-22
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 15 days upon Conformity of Purchase Order	Payment Term:

Stock No.	Item No.	Unit	Description	QTY	Unit cost	Amount
LOT 6			CSWDO 2022-461			
	1	cart	Toner- Canon LBP 2900	14	2,480.00	34,720.00
			brand & model : OPT 12A			
			nothing follows	TOTAL AMOUNT		34,720.00
				1%		347.20
				5%		1,736.00

Total Amount in Words = Thirty- Four Thousand Seven Hundred Twenty **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
5-25-22
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: 5-27-22
 Amount: # 34,720.00
00/5-02-99-990-67