

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		GNF GENERAL MERCHANDISE		Purchase Order No.		2023-06-601	
Address		BULANAO, TABUK CITY		Date		30-Jun-23	
				Mode of Procurement		SHOPPING	
Gentlemen:							
Please furnish this office the following articles subject to the terms and conditions herein							
Place of Delivery		Swad Office Kalinga		Delivery Term:		Complete	
Date of Delivery		AS INDICATED		Payment Term:		Charge	
ITEM NO.	Unit	Description	QTY	Unit Cost	Total Cost		
PURCHASE AND DELIVERY OF OFFICE SUPPLIES TO BE USED BY SWAD KALINGA FOR THE THIRD AND FOURTH QUARTERS OF 2023-SHOPPING							
First delivery: August 7							
	box	M6K CLIP, backfold, all metal, clamping 19mm (-1mm)	25	12.50	312.50		
	box	M6K CLIP, backfold, all metal, clamping 25mm (-1mm)	25	20.00	500.00		
	box	M6KCLIP, backfold, all metal, clamping 32mm (-1mm)	15	28.00	420.00		
	box	M6KCLIP, backfold, all metal, clamping 50mm (-1mm)	15	72.00	1,080.00		
	piece	Correction Tape, at least 6M	440	24.00	10,560.00		
	piece	DATA FILE BOX, material chipboard, 3mm thick (min) with closed ends, blue dimension W125mm x H230mm x L400mm (min)	5	220.00	1,100.00		
	piece	DATA FILE FOLDER, chipboard material, legal with finger ring, blue dimension W75mm x H230mm x L380mm (min)	5	130.00	650.00		
	box	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/box	15	1,300.00	19,500.00		
	set	MARKER, Fluorescent, 3 colors/set	5	45.00	225.00		
	box	HBW MARKING PEN, Whiteboard, black, bullet type, 12pcs/box	1	300.00	300.00		
	box	HBW MARKING PEN, Whiteboard, blue, bullet type, 12pcs/box	1	300.00	300.00		
	pad	Notepad, stick on, 76mmx76mm (3"x3"), 100s/pad	75	28.00	2,100.00		
	box	HBW Paper Clip, vinyl/plastic coat, 33mm, 100s/box	25	12.00	300.00		
	box	HBW Paper Clip, vinyl/plastic coat, 50mm, 100s/box	25	20.00	500.00		
	box	PAPER, Multicopy, A4, 80gsm, size 210mm x 297mm, 5 reams per box	25	1,050.00	26,250.00		
	box	PAPER FASTENER, Metal, 50s/bbox	10	52.00	520.00		
	box	12'S MONGOLPencil, lead with eraser	5	110.00	550.00		
	piece	HBW Puncher, Two-holes, heavy duty	5	195.00	975.00		
	book	RECORD BOOK, 300 pages	5	85.00	425.00		
	book	RECORD BOOK, 500 pages	5	115.00	575.00		
	piece	Scissors, Symmetrical, 8", Stainless Steel	5	65.00	325.00		
	piece	I GEL Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	132	18.00	2,376.00		
	piece	I GEL Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	132	18.00	2,376.00		
	piece	STAMP PAD, Felt Pad, min 60mm x 100mm	5	45.00	225.00		
	piece	STAMP PAD INK, Violet, 50ml	2	25.00	50.00		
	box	Staple Wire, Standard, #35, 5000s/box	25	33.00	825.00		
	piece	Staple Wire Remover, metal, plier type	5	52.00	260.00		
	piece	Stapler, Standard type, (#5000)	5	100.00	500.00		
	roll	Tape, Masking, 1", at least 24mm x 50M	15	42.00	630.00		
	roll	Tape, Masking, 2", at least 48mm x 50M	7	86.00	602.00		
	roll	Tape, Packaging, 2", at least 48mm x 50M	5	30.00	150.00		
	roll	Tape, Transparent, 1", at least 24mm x 50M	30	20.00	600.00		
	roll	Tape, Transparent, 2", at least 48mm x 50M	15	30.00	450.00		
	piece	Tape Dispenser, heavy-duty, 1 inch	5	130.00	650.00		
	roll	TWINE, plastic, 1kg/roll	2	85.00	170.00		
Second delivery: November 6							
	box	M6K CLIP, backfold, all metal, clamping 19mm (-1mm)	25	12.50	312.50		
	box	M6K CLIP, backfold, all metal, clamping 25mm (-1mm)	25	20.00	500.00		
	box	M6KCLIP, backfold, all metal, clamping 32mm (-1mm)	15	28.00	420.00		
	box	M6KCLIP, backfold, all metal, clamping 50mm (-1mm)	15	72.00	1,080.00		
	piece	Correction Tape, at least 6M	440	24.00	10,560.00		
	piece	DATA FILE BOX, material chipboard, 3mm thick (min) with closed ends, blue dimension W125mm x H230mm x L400mm (min)	5	220.00	1,100.00		
	piece	DATA FILE FOLDER, chipboard material, legal with finger ring, blue dimension W75mm x H230mm x L380mm (min)	5	130.00	650.00		
	box	ENVELOPE, expanding, kraftboard, for legal size doc, 100pcs/box	15	1,300.00	19,500.00		
	set	MARKER, Fluorescent, 3 colors/set	0	45.00	-		
	box	HBW MARKING PEN, Whiteboard, black, bullet type, 12pcs/box	1	300.00	300.00		
	box	HBW MARKING PEN, Whiteboard, blue, bullet type, 12pcs/box	1	300.00	300.00		
	pad	Notepad, stick on, 76mmx76mm (3"x3"), 100s/pad	75	28.00	2,100.00		
	box	HBW Paper Clip, vinyl/plastic coat, 33mm, 100s/box	25	12.00	300.00		
	box	HBW Paper Clip, vinyl/plastic coat, 50mm, 100s/box	25	20.00	500.00		
	box	PAPER, Multicopy, A4, 80gsm, size 210mm x 297mm, 5 reams per box	25	1,050.00	26,250.00		
	box	PAPER FASTENER, Metal, 50s/bbox	10	52.00	520.00		
	box	12'S MONGOLPencil, lead with eraser	5	110.00	550.00		
	piece	HBW Puncher, Two-holes, heavy duty	0	195.00	-		
	book	RECORD BOOK, 300 pages	5	85.00	425.00		
	book	RECORD BOOK, 500 pages	0	115.00	-		
	piece	Scissors, Symmetrical, 8", Stainless Steel	5	65.00	325.00		
	piece	I GEL Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	132	18.00	2,376.00		
	piece	I GEL Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	132	18.00	2,376.00		
	piece	STAMP PAD, Felt Pad, min 60mm x 100mm	5	45.00	225.00		

piece	STAMP PAD INK, Violet, 50ml	3	25 00	75 00
box	Staple Wire, Standard, #35, 5000s/box	25	33 00	825 00
piece	Staple Wire Remover, metal, plier type	5	52 00	260 00
piece	Stapler, Standard type, (#5000)	5	100 00	500 00
roll	Tape, Masking, 1" at least 24mm x 50M	15	42 00	630 00
roll	Tape, Masking, 2" at least 48mm x 50M	8	86 00	688 00
roll	Tape, Packaging, 2" at least 48mm x 50M	5	30 00	150 00
roll	Tape, Transparent, 1" at least 24mm x 50M	30	20 00	600 00
roll	Tape, Transparent, 2" at least 48mm x 50M	15	30 00	450 00
piece	Tape Dispenser, heavy-duty, 1 inch	0	130 00	-
roll	TWINE, plastic, 1kg/roll	3	85 00	255 00
OTHER REQUIREMENTS			COMPLIANCE	
Delivery of Goods is First Delivery Aug 7 and Second Delivery is November 6, 2023. Delivery place at DSWD SWAD Kalinga Office. If the last day of delivery falls on Saturday/Sunday/Holiday, the delivery of goods can be moved to the next working day.			✓	
Service Provider must have Active Landbank Account for Payment Purposes. For other banks, service charge will be deducted upon payment on the account.			✓	
PAYMENT SHALL BE MADE THRU LANDBANK OF THE PHILIPPINES				
			TOTAL	152,434.00
(Amount in words)			One Hundred Fifty-two Thousand Four Hundred Thirty Four Pesos 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 on the undelivered items.

GNF Gen Mdse
P.6. BULANAN, TARIK CITY

(Signature over Printed Name)

GNF General Merchandise

Bank Account Name

947-163-597-0001

TIN Number *please tick tax type
 vat
 non-vat

JUL 10 2023

Date

1052 0062 83

Bank Account Number

July 29, 2019

Date of BIR Registration

LEO L. QUINTILLA

Signature over Printed Name of Authorized Official

Regional Director

Designation

Fund Cluster <u>CAF MDS Current</u>	ORS/ BURS No <u>02-10001-2023-09-VF755</u>
Funds Available <u>152 434</u>	Date of the ORS/ BURS <u>7/14</u> <u>097 54</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount <u>152,434.00</u>

