

**PURCHASE ORDER**  
 Department of Social Welfare and Development  
 Cordillera Administrative Office

Annex G-5

Supplier		LAMEN SPACE RENTAL		Purchase Order No.	2020-03-113
Address		POBLACION, BONTOC, MT. PROVINCE		Date	3/27/2020
				Mode of Procurement	Lease of Real Property
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.					
Place of Delivery		Bontoc, Mt. Province		Delivery Term:	Complete
Date of Delivery		April 1, 2020 to December 31, 2020		Payment Term:	Charge
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
1	MONTH	LEASE OF OFFICE SPACE FOR SWAD MT. PROVINCE FOR CY 2020	9	20,000.00	180,000.00
<b>TECHNICAL REQUIREMENTS</b>					
1. Space that can accommodate 21-25 number of staff including tables and filing cabinets.					
2. Within central business district of the capital municipality					
3. Located along the road.					
4. Location is accessible to clients and personnel.					
5. With Stock room, comfort rooms for men and women and waiting area and parking space.					
6. Floor area is at least 200 square meter.					
7. Rental payment is on a monthly basis.					
<b>OTHER REQUIREMENTS</b>					
1. Attach certified complete true copy of the floor plans indicated in the shaded colors of the rentable space.					
2. Attach certified true copy of certificate of occupancy of the building or appropriate approved documents showing the date the building was constructed or the age of the building.					
3. Attach certified complete true copy of description of the building as to the type, kind and class including its component parts and equipment facilities such as, but not limited to, parking areas, elevator/s, air conditioning systems, firefighting equipment, etc.					
4. Attach certified true copy of the Master of Deed Declaration and restrictions in case of lease / rental office condominiums.					
5. Attach certified true copy of building floor plans and vicinity map.					
*** All expenses for repairs and maintenance of the facility shall be shouldered by the lessor.					
				<b>TOTAL</b>	<b>180,000.00</b>
(Amount in words)					One Hundred Eighty Thousand 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 item/s.

Conforme:

*Hugie G. Rail L. Omaguera* 5/21/2020  
 Signature over Printed Name Date  
HUGIE G. RAIL L. OMAGUERA 1096-1089-96  
 Bank Account Name Bank Account Number

*LEO L. QUINTILLA*  
 Very Truly Yours.

**LEO L. QUINTILLA**  
 Signature over Printed Name of Authorized Official  
**OIC Regional Director**  
 Designation

TIN Number  please tick tax type  
 vat  
 non-vat

Date of BIR Registration

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_  
**WILBOURN B. BACOLONG**  
 ACCOUNTANT III

**RECEIVED**  
**JUL 27 2020**  
 COMMISSION ON AUDIT  
 DSWD-CAR

ORS/ BURS No.: 02-107101-2020-03-01790  
 Date of the ORS/ BURS: \_\_\_\_\_  
 Amount: 180,000.00

LLGD/kenneth

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT  
 Cordillera Administrative Region  
**CERTIFIED TRUE COPY**  
**OF THE ORIGINAL**

*AY*  
**AILEEN M. BALLESTEROS**  
 Administrative Officer II