

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		THE STABLE EDUCATIONAL SUPPLY		Purchase Order No.		2020-06-192	
Address		#32 CJ LOWER BONIFACIO ST., BAGUIO CITY		Date		6/4/2020	
Gentlemen:				Mode of Procurement		SVP	
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery		Within Baguio City		Delivery Term:		Complete	
Date of Delivery		10 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER		Payment Term:		Charge	
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost		
Purchase of Pantawid Pamilya Semi-Expendables for 2020							
	piece	Steel Filing Cabinet, plain, color cream, with four (4) drawers with adjustable side dividers per drawer, made of high quality cold rolled steel plate	10	6,500.00	65,000.00		
	piece	Paper Cutter, A3/B4/A4/A5/B6/B7, sharp and durable blade, full metal base	1	900.00	900.00		
OTHER REQUIREMENTS			COMPLIANCE				
The delivery of the goods is within 10 calendar days upon receipt of Purchase Order.			✓				
Delivery Place is within DSWD-CAR Office			✓				
					TOTAL	65,900.00	
(Amount in words)		Sixty Five Thousand Nine Hundred 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:

Very Truly Yours,

(Signature over Printed Name)

Date

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

Bank Account Name

Bank Account Number

TIN Number *please tick tax type
 vat
 non-vat

Date of BIR Registration

Fund Cluster: _____	ORS/ BURS No. : <u>2020-06-02 809</u>
Funds Available: _____	Date of the ORS/ BURS: <u>6/4</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>65,900.00</u>