

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		TARILJA ENTERPRISES		Purchase Order No.		2020-06-212	
Address		65 A. BONIFACIO ST., BAGUIO CITY		Date		6/23/2020	
				Mode of Procurement		SHOPPING	
Gentlemen:							
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery				DSWD-CAR, #40 North Drive, 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 FO-CAR Consolidated Office and Training Supplies for CY 2020 (Common Office Supplies and Devices)							
	pack	BATTERY, dry cell, AAA, 2 pieces per blister pack	3	60.00	180.00		
	piece	BROOM, STICK (TING-TING), usable length: 760mm min	35	55.00	1,925.00		
	box	CLIP, BACKFOLD, all metal, clamping: 25mm (-1mm)	157	17.00	2,669.00		
	box	CLIP, BACKFOLD, all metal, clamping: 32mm (-1mm)	145	24.00	3,480.00		
	box	CLIP, BACKFOLD, all metal, clamping: 50mm (-1mm)	152	52.00	7,904.00		
	box	CLIP, BLACKFOLD, all metal, clamping: 19mm (-1mm)	159	11.00	1,749.00		
	piece	CORRECTION TAPE, disposable, usable length of 8 meters (min), 5mm width	20	24.00	480.00		
	piece	CORRECTION TAPE, disposable, usable length: 6m min	1,150	19.00	21,850.00		
	piece	DATA FILE BOX, made of chipboard, with closed ends	123	110.00	13,530.00		
	piece	DATA FOLDER, made of chipboard, taglia lock	210	145.00	30,450.00		
	box	FASTENER, non-rust metal, 50 sets/box	168	85.00	14,280.00		
	box	FOLDER, PRESSBOARD, legal size, green, semi glossy	2	1,095.00	2,190.00		
	box	FOLDER, PRESSBOARD, legal size, orange, semi glossy	1	1,095.00	1,095.00		
	box	FOLDER, PRESSBOARD, legal size, pink, semi glossy	1	1,095.00	1,095.00		
	box	FOLDER, PRESSBOARD, legal size, red, semi glossy	1	1,095.00	1,095.00		
	box	FOLDER, PRESSBOARD, legal size, yellow, semi glossy	1	1,095.00	1,095.00		
	pack	FOLDER, TAGBOARD, for A4 size documents, 100s/pack	52	340.00	17,880.00		
	pack	FOLDER, TAGBOARD, for legal size documents, 100s/pack	1	350.00	350.00		
	jar	GLUE, all purpose, gross weight: 200 grams min	38	48.00	1,824.00		
	piece	MARKER, Permanent, bullet type, black	55	12.00	660.00		
	pc	MARKER, Permanent, bullet type, blue	10	12.00	120.00		
	pcs	MARKER, PERMANENT, bullet type, red	10	12.00	120.00		
	pack	PAPER SPECIAL, A4 size, cream or beige, color, 90 gsm	20	30.00	600.00		
	box	PENCIL, LEAD WITH ERASER, 12 pieces per box, wood cased, hardness:HB	70	50.00	3,500.00		
	book	RECORD BOOK, 300 PAGES, size: 214mm x 278mm min	68	145.00	9,860.00		
	book	RECORD BOOK, 500 pages, size: 214mm x 278mm min	13	200.00	2,600.00		
	box	RUBBER BAND, 70mm, atleast 350grams	3	145.00	435.00		
	piece	SIGN PEN, BLACK, liquid/gel ink, 0.5mm needle tip	655	21.45	14,049.75		
	piece	SIGN PEN, BLUE, liquid/gel ink, 0.5mm needle tip	680	21.45	14,586.00		
	box	STAPLE WIRE, for heavy duty staplers, (23/13)	6	45.00	270.00		
	roll	TAPE, double-sided, 1 inch, without foam, length, 10mm min.	6	22.00	132.00		
	Roll	TAPE, transparent, 24mm (±1mm), 50 meters length	172	12.00	2,064.00		
	Roll	TAPE, transparent, 48mm (±1mm), 50 meters	180	25.00	4,500.00		
OTHER REQUIREMENTS			COMPLIANCE				
The delivery of the goods is within 10 calendar days upon receipt of Purchase Order.			✓				
Delivery Place: 40 North Drive, Baguio City			✓				
TOTAL					178,417.75		
(Amount in words)		One Hundred Seventy Eight Thousand Four Hundred Seventeen Pesos and Seventy Five Centavos					

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,



LEO L. QUINTILLA

Signature over Printed Name of Authorized Official
OIC Regional Director
Designation

(Signature over Printed Name)	Date
Bank Account Name	Bank Account Number
TIN Number	Date of BIR Registration
<input type="checkbox"/> please tick tax type <input type="checkbox"/> vat <input type="checkbox"/> non-vat	

Fund Cluster: <u>01 MDS Comm / 01 CMF Comm (PSE Adoption # 64) / DRP # 13</u> Funds Available: _____ <div style="text-align: center;">  WILBOURN B. BAGOLONG ACCOUNTANT III </div>	ORS/ BURS No.: <u>02-1910-2020-06-0342</u> Date of the ORS/ BURS: <u>6/30/2020</u> Amount: <u>178,417.75</u>
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