

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

Supplier	MAJRCK ENTERPRISE	Purchase Order No.	2020-06-213
Address	527 BUA, TUDING, ITOGON, BENGUET	Date	6/23/2020
Gentlemen:		Mode of Procurement	SVP

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
<b>Purchase of FO-CAR Consolidated Office and Training Supplies for CY 2020 (Common Office Supplies and Devices)</b>					
	piece	Ballpen, retractable, black, ord - FLEX MISS	1,181	6.00	7,086.00
	piece	Ballpen, retractable, blue, ord - FLEX MISS	50	6.00	300.00
	pieces	Board paper, white, 200 gsm, 100pcs/pack - WORX	35	37.00	1,295.00
	pcs	CERTIFICATE HOLDER, A4 size, landscape, with one side pocket	40	39.00	1,560.00
	box	FASTENER, vinyl/plastic coat, 70 mm between prongs, 50 pcs/pack	12	33.00	396.00
	piece	Hardbound, storage box with cover, legal	60	416.00	24,960.00
	Bottle	Ink for EPSON Printer, bottle, Black, 003, 70ml	69	319.00	22,011.00
	Bottle	Ink for EPSON Printer, bottle, Cyan, 003, 70ml	40	358.00	14,320.00
	Bottle	Ink for EPSON Printer, bottle, Magenta, 003, 70ml	40	358.00	14,320.00
	Bottle	Ink for EPSON Printer, bottle, Yellow, 003, 70ml	40	358.00	14,320.00
	bottle	INK, black, continous Ink refill for Brother DCP-T700W, 70ml	11	507.00	5,577.00
	bottle	INK, cyan, continous Ink refill for Brother DCP-T700W, 70ml	2	507.00	1,014.00
	bottle	INK, magenta, continous Ink refill for Brother DCP-T700W, 70ml	2	507.00	1,014.00
	bottle	INK, yellow, continous Ink refill for Brother DCP-T700W, 70ml	2	507.00	1,014.00
	ream	Multicopy, Letter, 80gsm, 8.5" x 11" - PAPER ONE	25	247.00	6,175.00
	each	Office Document, File Tray, three layers, metal, black color	2	624.00	1,248.00
	pack	PAGE MARKERS, stick on, 1/2 in x 2 in, assorted ultra colors, 50 sheets/pad, 10 pads/pack	20	156.00	3,120.00
	pack	PAPER, Sticker, A4 size, cream or beige color, 200 gsm	20	260.00	5,200.00
	pack	PAPER, Sticker, matte, A4 size, 10 sheets/pack	20	42.00	840.00
	piece	Ruler, Steel, 12"	2	59.00	118.00
	pack	SPECIAL PAPER, A4, cream, 10 pcs per pack - WORX BOARD	5	24.00	120.00
	piece	Spring Binder, For book Binding, 2" Diameter	5	63.00	315.00
	roll	TAPE, duct, 2 inch, black, length: 8m min	3	111.00	333.00
	pack	WRAPPING PAPER, kraft, 65gsm, 10 pcs per pack	2	215.00	430.00
<b>OTHER REQUIREMENTS</b>			<b>COMPLIANCE</b>		
The delivery of the goods is within 10 calendar days upon receipt of Purchase Order.			✓		
Delivery Place: 40 North Drive, Baguio City			✓		
				<b>TOTAL</b>	<b>127,086.00</b>
<i>(Amount in words)</i>		<b>One Hundred Twenty Seven Thousand Eighty Six Pesos Only</b>			

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

\*please tick tax type

vat  
 non-vat

Date of BIR Registration

Fund Cluster: 01 MDJ CURRENT / 01 CMF CURRENT

Funds Available: 127,086.00

ORS/ BURS No. : D2-101101-2020-06-03418

Date of the ORS/ BURS: 06/30/20

Amount: 127,086.00

**WILBOURN B. BACOLONG**  
ACCOUNTANT III