

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		LASER MARKETING		Purchase Order No.		2020-12-674	
Address		#26 A MABINI STREET, BAGUIO CITY		Date		12/18/2020	
Gentlemen:				Mode of Procurement		SHOPPING	
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery				DSWD-CAR, #40 North Drive, Baguio City			
Date of Delivery				14 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER			
				Delivery Term:		Complete	
				Payment Term:		Charge	
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost		
PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR DRMD							
	ream	Paper, Multicopy A4, 80gsm, size: 210 x 297mm	600	190.00	114,000.00		
	ream	Paper, Multicopy Legal, 80gsm, Multi-purpose	150	205.00	30,750.00		
	piece	Data file box, hard bound with cover	25	400.00	10,000.00		
OTHER REQUIREMENTS			COMPLIANCE				
The delivery of the goods is within 14 working days upon receipt of Purchase Order.			✓				
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City			✓				
					TOTAL		154,750.00
<i>(Amount in words)</i>		One Hundred Fifty Four Thousand Seven Hundred Fifty 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:

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



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

Fund Cluster: <u>CMF Current</u>	ORS/ BURS No. : <u>02-101101-2020-12-06284</u>
Funds Available: <u>154,750.00</u>	Date of the ORS/ BURS: <u>Dec. 18, 2020</u>
WILBOURN B. BACOLONG ACCOUNTANT III <i>at 12/21</i>	Amount: <u>154,750.00</u>

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