

PURCHASE ORDER
 Department of Social Welfare and Development
 Cordillera Administrative Office

Annex G-5

Supplier	HGV COPY CENTER	Purchase Order No.	2020-12-688
Address	DOOR 6 ROMEL BUILDING, LOWER BONIFACIO, BAGUIO CITY	Date	12/28/2020
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 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER		Payment Term: Charge
Stock/Property	Unit	Description	QTY
	piece	Printing of Booklet and Pamphlet for RJWC	
	piece	Booklet: Barangay Protocol, 116pp (excluding back and front covers; soft bound glossy, laser print, black and white	200
	piece	Booklet: Diversion Toolkit, 76pp (excluding back & front covers), soft bound glossy, laser print, black and white	20
	piece	Pamphlet, FAQs on RA 9344 (A4 THREE FOLD, PRINTED- COLORED, BACK TO BACK)	300
		OTHER REQUIREMENTS	
		The delivery of the goods is within 10 working days upon receipt of Purchase Order.	COMPLIANCE
			✓
(Amount in words)		Thirty Two Thousand Six Hundred Twenty Pesos Only	TOTAL
			32,620.00

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,

LEOL 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: **TF - RJWC**

Funds Available: _____

ORS/ BURS No. : **2020-12-0011**

Date of the ORS/ BURS: **12/29/2020**

Amount: 32,620.00

WILBOURN B. BACOLONG
 ACCOUNTANT III

