

**PURCHASE ORDER**  
Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

Supplier	THE STABLE EDUCATIONAL SUPPLY		Purchase Order No.	2021-04-133	
Address	#12 CJ LOWER BONIFACIO ST., BAGUIO CITY		Date	4/12/2021	
Gentlemen:	Please furnish this office the following articles subject to the terms and conditions herein.		Mode of Procurement	SHOPPING	
Place of Delivery	DSWD-CAR, #40 North Drive, Baguio City	Delivery Term:	Complete		
Date of Delivery	15 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER	Payment Term:	Charge		
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
		<b>PURCHASE OF OFFICE SUPPLIES FOR PANTAWID PAMILYA</b>			
piece		Battery, AAA, alkaline	46	13.50	621.00
piece		Calculator, compact, electronic, 12 digits cap	262	175.00	45,850.00
box		Clip, backfold, 19mm, 12s/box	149	11.50	1,713.50
piece		Correction Tape, 6 meters min	575	18.75	10,781.25
piece		Data File Box, made of chipboard, with closed ends	15	105.00	1,575.00
piece		Marking pen, permanent, black	319	10.00	3,190.00
piece		Marking pen, permanent, blue	152	10.00	1,520.00
piece		Marking pen, permanent, red	54	10.00	540.00
piece		Marking, whiteboard, black	224	19.75	4,424.00
pad		Notebook, 3"x3"	380	18.00	6,840.00
piece		Notebook, stenographers, spiral, 40 leaves	109	11.00	1,199.00
box		Paper clip, gem type, 32mm, 100s/box	104	8.00	832.00
box		Paper fastener, metal, 50sets/box	101	7.3300	7,373.00
box		Paper fastner, plastic, 50sets/box	18	27.00	486.00
ream		Paper, multicolor, A4, 80gsm	670	171.58	114,958.60
ream		Paper, multicolor, Legal, 80gsm	324	195.04	63,192.96
piece		Pencil Sharpener, mechanical	62	420.00	26,040.00
piece		Pencil with lead eraser	228	6.00	1,368.00
piece		Puncher, heavy duty	46	120.75	5,554.50
pack		Push Pin, 100/pack	48	27.00	1,296.00
book		Record Book, 300pages	220	55.00	12,100.00
book		Record Book, 500pages	5	86.00	430.00
piece		Ruler, 12", plastic	21	4.00	84.00
piece		Signpen, black, 0.5mm	686	18.00	12,348.00
piece		Signpen, blue, 0.5mm	145	18.00	2,610.00
bottle		Stamp pad, ink, violet, 50ml	61	1,708.00	1,048.80
pad		Stamp pad, felt pad	145	28.00	4,060.00
piece		Staple wire remover, plier type, metal	10	55.00	550.00
box		Staple wire, standard, 5000ps/box	108	27.00	2,916.00
piece		Stapler, standard type, heavy duty, load cap: 200 staples	82	160.00	13,120.00
roll		Tape, masking, 1"	110	23.00	2,530.00
roll		Tape, masking, 2"	96	46.00	4,416.00
roll		Tape, packaging, 2"	97	18.00	1,746.00
roll		Tape transparent, 1"	156	13.50	2,106.00
roll		Tape transparent, 2"	121	18.00	2,178.00
pack		Toilet Tissue, 12rolls/pack	76	148.00	11,248.00
roll		Twine, plastic, 1kg/roll	5	60.00	300.00
		Delivery of Goods/Services is within 15 calendar days after receipt of Purchase Order.			
<b>(Amount in words)</b>			<b>TOTAL</b>		<b>373,804.81</b>
			<b>Three Hundred Seventy Three Thousand Eight Hundred Four Pesos and Eighty One Centavos 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 items.

Conforme:

(Signature over Printed Name)

Date

Bank Account Name

Bank Account Number

TIN Number \*please tick tax type  
 vat  
 non-vat

Date of BIR Registration

**ARNEL B. GARCIA, CESO II**  
Regional Director

Designation

APR 21 2021

Fund Cluster: <u>01</u> <u>CAF CURRENT</u>	ORS/ BURS No. : <u>PR-111101-2021-04-03565</u>
Funds Available: <u>373,804.81</u>	Date of the ORS/ BURS: <u>4-15-2021</u>
<u>WILBOURNT B. PACOLONG # 8-109</u> ACCOUNTANT III	Amount: <u>373,804.81</u>

Delivered