

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		THE STABLE EDUCATIONAL SUPPLY		Purchase Order No.		2021-05-193	
Address		#12 CJ LOWER BONIFACIO ST., BAGUIO CITY		Date		5/12/2021	
				Mode of Procurement		SVP	
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 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER		Payment Term: Charge	
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost		
PURCHASE OF OFFICE SUPPLIES FOR CIS FIELD OFFICE AND SATELLITE OFFICES							
	pad	NOTE PAD, Stick-on, 76mm x 76mm (3" x 3"), 100 sheets per pad	30	18.00	540.00		
	ream	PAPER, Multicopy, A4, 80gsm, size: 210mm x 297mm	215	178.00	38,270.00		
	ream	PAPER, Multicopy, Legal, 80gsm, size: 216mm x 330mm	20	198.00	3,960.00		
	box	RUBBER BAND, 350gsm	2	145.00	290.00		
	piece	SIGN PEN, Black, liquid/gel ink, 0.5mm needle tip	150	18.00	2,700.00		
	piece	SIGN PEN, Blue, liquid/gel ink, 0.5mm needle tip	48	18.00	864.00		
	piece	STAMP PAD, Felt Pad, min 60mm x 100mm	3	45.00	135.00		
	roll	TAPE, Transparent, 1", 24mm, 50 meters	40	15.00	600.00		
	roll	TAPE, Transparent, 2", 48mm, 50 meters	40	18.00	720.00		
	roll	TAPE, Packaging, 48mm, 50 meters length	6	18.00	108.00		
OTHER REQUIREMENTS						COMPLIANCE	
Delivery of Services is within 10 working days upon receipt of Purchase Order.						✓	
TOTAL						48,187.00	
(Amount in words)		Forty Eight Thousand One Hundred Eighty Seven 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

ARNEL B. GARCIA, CESO II
Signature over Printed Name of Authorized Official
Regional Director
Designation

Fund Cluster: <u>CME current</u>	ORS/ BURS No. : <u>02-101101-2021-05-03196</u>
Funds Available: _____	Date of the ORS/ BURS: <u>05/17/2021</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>48,187.00</u>