

# PURCHASE ORDER

Department of Social Welfare and Development  
Cordillera Administrative Office

Annex G-5

<b>Supplier</b>		<b>MAJRCK ENTERPRISE</b>	<b>Purchase Order No.</b>		<b>2021-05-216</b>
<b>Address</b>		<b>527 BUA, TUDING, ITOGON, BENGUET</b>	<b>Date</b>		<b>5/20/2021</b>
			<b>Mode of Procurement</b>		<b>SHOPPING</b>
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.					
<b>Place of Delivery</b>			<b>DSWD-CAR, #40 North Drive, Baguio City</b>		<b>Delivery Term:</b> Complete
<b>Date of Delivery</b>			<b>10 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER</b>		<b>Payment Term:</b> Charge
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost
<b>Purchase and Delivery of Office Supplies for 2021</b>					
	unit	CALCULATOR Desktop, compact, electronic, LCD display, 12 digits, two way power source	6	350.00	2,100.00
	pc	CORRECTION TAPE film base type, UL 6m min/piece	250	18.00	4,500.00
	pc	CUTTER Heavy duty, L500	10	288.00	2,880.00
	pc	DATA FOLDER made of chipboard, taglia lock/piece, green	50	107.00	5,350.00
	box	FASTENER, METAL 70mm between prongs/box	50	44.00	2,200.00
	bottle	ELMER'S GLUE all purpose, gross weight: 240 grams	15	100.00	1,500.00
	box	HIGHLIGHTER assorted color	15	150.00	2,250.00
	piece	MARKER whiteboard, black, broad type	24	19.00	456.00
	piece	MARKER whiteboard, blue, broad type	24	19.00	456.00
	piece	MARKER whiteboard, red, broad type	24	19.00	456.00
	pad	NOTE PAD stick on, 76mm x 76mm (3"x3")	247	19.00	4,693.00
	ream	PAPER MULTICOPY A4, 80 gsm, size: 210mm x 297mm/ream	300	195.00	58,500.00
	ream	PAPER MULTICOPY legal, 80 gsm, size: 216mm x 330mm/ream	300	205.00	61,500.00
	box	PAPER CLIP gem type, 33mm, 100s/box	40	10.00	400.00
	box	PAPER CLIP gem type, 50mm, 100s/box	40	23.00	920.00
	book	RECORD BOOK Official, 500 pages, size: 214mm x 278mm	10	88.00	880.00
	piece	SIGN PEN, BLACK liquid/gel ink, 0.5mm needle tip/piece	80	24.00	1,920.00
	box	STAPLE WIRE standard, (26/6)	40	38.00	1,520.00
	roll	TAPE, MASKING width: 24mm (1mm)/roll	25	15.00	375.00
	roll	TAPE, MASKING width: 48mm (1mm)/roll	20	30.00	600.00
	roll	TAPE, TRANSPARENT (1"), 24mm/roll	100	15.00	1,500.00
	roll	TAPE, TRANSPARENT (2"), 48mm/roll	200	38.00	7,600.00
	piece	PUNCHER Heavy duty	15	150.00	2,250.00
<b>OTHER REQUIREMENTS</b>				<b>COMPLIANCE</b>	
Delivery of Services is within 10 working days upon receipt of Purchase Order.				✓	
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City				✓	
				<b>TOTAL</b>	<b>164,806.00</b>
<b>(Amount in words)</b>		<b>One Hundred Sixty Four Thousand Eight Hundred 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:

( 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>CMT Cordillera Co</u> Funds Available: <u>164,806.00</u> WILBOURN B. BACOLONG ACCOUNTANT III	ORS/ BURS No. : <u>2021-05-01026</u> Date of the ORS/ BURS: <u>5/21/21</u> Amount: <u>164,806.00</u>
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