

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	LASER MARKETING	Purchase Order No.	2021-05- 258
Address	26 A MABINI ST., BAGUIO CITY	Date	31/5/2021
		Mode of Procurement	SHOPPING

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		15 WORKING DAYS UPON RECEIPT OF PURCHASE ORDER		Payment Term:	Charge
Stock/ Property	Unit	Description	QTY	Unit Cost	Total Cost
PURCHASE AND DELIVERY OF OFFICE SUPPLIES FOR MAY TO JULY					
	box	Paper, multicopy, A4, 80gsm, size: 210mm x 297 mm, 5 reams per box	170	960.00	163,200.00
	box	Paper, multicopy, Legal, 80gsm, size: 216mm x 330 mm, 5 reams per box	71	1,080.00	76,680.00
	Bottle	Alcohol, ethyl, 70% solution, with moisturizer, 500ml	65	105.00	6,825.00
	Box	Envelope, expanding, kraft, Legal	40	1,100.00	44,000.00
	pad	Notepad, 3x3, stick-on	1,311	19.00	24,909.00
	pad	Notepad, 3x5, stick-on	508	27.00	13,716.00
	bottle	Air Freshener, aerosol spray, net contents: 150g	50	245.00	12,250.00
	box	Rubber Band, big / large sizes, heavy duty, min of stationery No. 18	15	189.00	2,835.00
	roll	Tape, transparent, 1 inch	200	14.00	2,800.00
	pack	Tissue, 12 rolls per pack, virgin wood pulp or recycled pulp, 3ply	148	132.00	19,536.00
	Pieces	Faceshield, frame type	10	24.00	240.00
	Box	Surgical Mask (Face mask), disposable, 50 pcs per box, FDA Approved	30	128.00	3,840.00
	Bottle	Liquid hand soap, 500ml, mild scented	10	110.00	1,100.00
OTHER REQUIREMENTS				COMPLIANCE	
Delivery of Services is within 15 working days upon receipt of Purchase Order.				✓	
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City				✓	
				TOTAL	371,931.00
(Amount in words)		Three Hundred Seventy-One Thousand Nine Hundred Thirty-One 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	Date of BIR Registration

*please tick tax type
 vat
 non-vat

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

Fund Cluster: <u>01 CMF / MDs CURRENT</u>	ORS/ BURS No. : <u>02-101101-2021-06-03918</u>
Funds Available: <u>371,931.00</u>	Date of the ORS/ BURS: <u>06/04/21</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>371,931.00</u>

VUB/crgid