

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		THE STABLE EDUCATIONAL SUPPLY		Purchase Order No.		2021-07-438	
Address		#12 CJ LOWER BONIFACIO ST., BAGUIO CITY		Date		7/23/2021	
				Mode of Procurement		SHOPPING	
Gentlemen:							
Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery				Delivery Term:		Complete	
DSWD-CAR, #40 North Drive, Baguio City				10 CALENDAR DAYS UPON RECEIPT OF PURCHASE ORDER		Payment Term:	
						Charge	
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost		
PURCHASE AND DELIVERY OF OFFICE SUPPLIES							
RRPTP							
1	ream	Paper, multcopy, 80 gsm, LEGAL	8	201.14	1,609.12		
2	set	File tab divider, LEGAL	20	45.00	900.00		
3	piece	Data file box, LEGAL	13	120.00	1,560.00		
4	pad	Notepad, stick-on, 3x3	7	18.00	126.00		
SOCPEN							
1	pad	Notepad, stick-on, 4x3	828	27.00	22,356.00		
2	ream	Paper, multcopy, 80 gsm, A4	500	175.66	87,830.00		
3	ream	Paper, multcopy, 80 gsm, LEGAL	250	201.14	50,285.00		
4	box	Staple Wire, Standard, #35, 5000s/box, 26/6	276	30.00	8,280.00		
5	roll	Tape, Transparent, 1", 24mm	84	15.00	1,260.00		
6	roll	Tape, Transparent, 2", 48mm	42	19.00	798.00		
7	unit	Calculator, Desktop, compact, electronic, LCD display, 12 digits, two-way power source	12	200.00	2,400.00		
8	book	Record Book, 500 pages	15	85.00	1,275.00		
9	piece	Puncher, heavy duty	18	175.00	3,150.00		
OTHER REQUIREMENTS						COMPLIANCE	
Delivery period is within 10 calendar days upon receipt of Purchase Order. When the last day of delivery falls on a weekend/holiday, the deadline shall be on the next working day.						✓	
Delivery Place: DSWD-CAR, 40 North Drive, Baguio City						✓	
TOTAL						181,829.12	
(Amount in words)		One Hundred Eighty One Thousand Eight Hundred Twenty Nine Pesos and Twelve Centavos 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

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

Fund Cluster: <u>MDS / CMP Account & MDS Conty</u> Funds Available: _____ WILBOURN B. BACOLONG ACCOUNTANT III	02-102101-2021-07-01829; 02-10110-2021-07-01829 ORS/ BURS No. : <u>02-10110-2021-07-01829</u> Date of the ORS/ BURS: <u>7/30/21</u> Amount: <u>181,829.12</u>
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