

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier	THE STABLE EDUCATIONAL SUPPLY		Purchase Order No.	2021-10-619
Address	#12 CJ LOWER BONIFACIO ST., BAGUIO CITY		Date	10/4/2021
Gentlemen:			Mode of Procurement	SHOPPING
Please furnish this office the following articles subject to the terms and conditions herein.				
Place of Delivery	AS INDICATED			
Date of Delivery	AS INDICATED			
Stock/Property	Unit	Description	QTY	Delivery Term: Complete Payment Term: Charge
		PURCHASE AND DELIVERY OF VARIOUS OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES		Unit Cost Total Cost
pieces		Correction Tape	200	14.50 2,900.00
pieces		External HD, 1 TB	5	2,932.00 14,660.00
pieces		Notepad, 3x3	900	18.00 16,200.00
box		Paper, multicopy, A4, 80gsm, size: 210mm x 297 mm, 5 reams per box	433	824.90 357,181.70
box		Paper, multicopy, Legal, 80gsm, size: 216mm x 330 mm, 5 reams per box	197	937.53 184,693.41
pieces		Record Book, 300 pages	25	55.00 1,375.00
pieces		Scissors	10	14.50 145.00
pieces		Staple Wire, #35, 5000s/box	100	30.00 3,000.00
rolls		Tape, transparent, 1 inch	50	13.50 675.00
rolls		Tape, transparent, 2 inch	50	19.00 950.00
rolls		Tape, masking, 2 inch	30	56.00 1,680.00
rolls		Tape, packaging, 2 inch	30	19.00 570.00
gallon		Alcohol, ethyl, 70%, 1 gallon	20	402.50 8,050.00
bottle		Air Freshener, aerosol spray, net contents: 150g	50	225.00 11,250.00
bottle		Disinfectant Spray, 400ml	50	345.00 17,250.00
pieces		Cotton Rags	100	10.00 1,000.00
bottle		Hand Sanitizer, 500 ml	50	118.00 5,900.00
bottle		Hand Soap, liquid, 500 ml	50	130.00 6,500.00
		OTHER REQUIREMENTS		COMPLIANCE
		Delivery of the goods is on November 15, 2021. If the day of delivery falls on a weekend/holiday, the delivery date shall be on the next working day.		✓
		Delivery Place: DSWD-CAR, 40 North Drive, Baguio City		✓
(Amount in words)			TOTAL	633,980.11
			Six Hundred Thirty Three Thousand Nine Hundred Eighty Pesos and Eleven 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

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

Fund Cluster: SMF CARMEN	ORS/ BURS No. : 02-101101-2021-10-08224
Funds Available: 633,980.11	Date of the ORS/ BURS: 10/05/21
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: 633,980.11

