

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		MAJRCK ENTERPRISE		Purchase Order No.		2021-11-717	
Address		TUDING, ITOGON, BENGUET		Date		11/11/2021	
				Mode of Procurement		SHOPPING	
Gentlemen: Please furnish this office the following articles subject to the terms and conditions herein.							
Place of Delivery				AS INDICATED		Delivery Term: Complete	
Date of Delivery				AS INDICATED		Payment Term: Charge	
Stock/Property	Unit	Description	QTY	Unit Cost	Total Cost		
PURCHASE AND DELIVERY OF SUPPLIES FOR PANTAWID PAMILYANG PILIPINO PROGRAM							
	box	CLIP BACKFOLD, 19mm	300	16.50	4,950.00		
	piece	CORRECTION TAPE, 6 meters min.	80	18.50	1,480.00		
	tube	CUTTER BLADE, 10s/tube	20	32.00	640.00		
	piece	CUTTER, heavy duty, for general use	163	25.00	4,075.00		
	piece	DATA FILE BOX, made of chipboard, with closed ends, black	25	110.00	2,750.00		
	piece	DATA FILE FOLDER, made of chipboard, tagilia lock, with finger ring, black	94	105.00	9,870.00		
	box	ENVELOPE, documentary, 10"x15"	17	910.00	15,470.00		
	box	ENVELOPE, documentary, A4	11	705.00	7,755.00		
	piece	ENVELOPE, expanding, plastic	53	69.00	3,657.00		
	box	ENVELOPE, mailing, with window, 80gsm, legal, 500pcs/box	2	550.00	1,100.00		
	box	ENVELOPE, mailing, with window, 80gsm, A4, 500pcs/box	2	325.00	650.00		
	piece	ERASER, rubber	161	18.00	2,898.00		
	pack	FILE TAB Divider, A4, 5 colors per set	55	28.00	1,540.00		
	pad	NOTE PAD, 3"x3"	24	32.00	768.00		
	piece	NOTEBOOK, stenographer, spiral, 40 leaves	400	15.00	6,000.00		
	box	PAPER CLIP, gem type, 32mm, 100s/box	250	10.00	2,500.00		
	box	PAPER CLIP, gem type, jumbo, 48mm, 100s/box	300	22.00	6,600.00		
	box	PAPER FASTENER, non-rust metal, 50sets/ box	10	55.00	550.00		
	box	PENCIL, lead with eraser, 1 dozen/ box	213	44.00	9,372.00		
	box	RECORD BOOK, 500 pages	24	85.00	2,040.00		
	piece	SIGN PEN, black, 0.5mm	1,500	20.00	30,000.00		
	piece	SIGN PEN, blue, 0.5mm	1,000	20.00	20,000.00		
	bottle	STAMP PAD INK, Violet, 50ml	140	32.00	4,480.00		
	pad	STAMP PAD, felt pad	95	54.00	5,130.00		
	piece	STAMPING DATER, self-inking stamp, mechanical, 41mm x 24mm min.	55	350.00	19,250.00		
	piece	STAPLE WIRE REMOVER, plier type, metal	64	63.00	4,032.00		
	box	STAPLE WIRE, standard, 5000pcs/box	191	44.00	8,404.00		
	box	STAPLER, standard type, heavy duty, load cap:200 staples min	90	125.00	11,250.00		
	piece	TAPE DISPENSER, heavy duty, for 24mm	21	105.00	2,205.00		
	piece	TAPE DISPENSER, heavy duty, for 48mm (2") with handle	5	100.00	500.00		
	piece	TONER, for Laser Jet Pro M102a (HP 17A)	12	3,980.00	47,760.00		
	piece	TONER, HP 78A	8	4,550.00	36,400.00		
	piece	WHITEBOARD ERASER	2	19.00	38.00		
	piece	MARKING PEN, permanent, red	48	15.00	720.00		
	piece	MARKING PEN, whiteboard, black	120	22.00	2,640.00		
	piece	AIR FRESHENER	10	145.00	1,450.00		
	piece	BATTERY, size AA, alkaline	40	20.00	800.00		
	piece	BATTERY, size AAA, alkaline	10	20.00	200.00		
	piece	DISINFECTANT, 400G	50	438.00	21,900.00		
	piece	RAGS, round, diameter approx. 7" cotton	20	7.00	140.00		
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						301,964.00	
(Amount in words)		Three Hundred One Thousand Nine Hundred Sixty Four 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
<input type="checkbox"/> vat <input type="checkbox"/> non-vat	

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

Fund Cluster: <u>CMF CURRENT / CMF CONTRA CO</u> Funds Available: <u>301,964</u>	ORS/ BURS No.: <u>02-10/101-2021-12-10897/04-10210-2021</u> Date of the ORS/ BURS: <u>12-03-21</u> Amount: <u>301,964.00</u>
WILBOURN B. BACOLONG ACCOUNTANT III	