

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		THE STABLE EDUCATIONAL SUPPLY		Purchase Order No.		2021-12-825	
Address		#12 CJ LOWER BONIFACIO ST., BAGUIO CITY		Date		12/28/2021	
				Mode of Procurement		SVP	
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 OFFICE SUPPLIES FOR VARIOUS OFFICES							
	Roll	Tape, duct, 48mm X 10 mm, gray	25	86.00	2,150.00		
	Piece	Stamp, self inking, "Certified True Copy"	20	412.00	8,240.00		
	Piece	Flash drive, 128GB	10	759.00	7,590.00		
	Piece	Sharpener with desktop clamp, manual, single cutterhead, heavy duty.	10	480.00	4,800.00		
	Piece	Tape Dispenser, table top	10	110.00	1,100.00		
	Bottle	INK Refill, Epson,003, black, 65ml, original	85	253.00	21,505.00		
	Bottle	INK Refill, Epson,003, Cyan, 65ml, original	51	281.00	14,331.00		
	Bottle	INK Refill, Epson,003, Magenta, 65ml, original	51	281.00	14,331.00		
	Bottle	INK Refill, Epson,003, Yellow, 65ml, original	51	281.00	14,331.00		
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						88,378.00	
<i>(Amount in words)</i>		Eighty Eight Thousand Three Hundred Seventy Eight 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 MDS CURRENT</u>	ORS/ BURS No. : <u>02-10/101-2021-12-12275</u>
Funds Available: <u>88,378.00</u>	Date of the ORS/ BURS: <u>DEC 28 2021</u>
WILBOURN B. BACOLONG ACCOUNTANT III <i>amb.</i>	Amount: <u>88,378.00</u>

VUB/crg