

PURCHASE ORDER

Department of Social Welfare and Development
Cordillera Administrative Office

Annex G-5

Supplier		JSCG ENTERPRISES, OPC		Purchase Order No.		2021-11-736	
Address		#9 CALVARY ST., EASTERHILLS SUBD., CENTRAL GUI SAD, BAGUIO CITY		Date		11/23/2021	
				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 VARIOUS OFFICE SUPPLIES TO BE USED BY VARIOUS OFFICES							
	piece	Ballpen, blue, retractable fine tip	50	20.00	1,000.00		
	piece	Ballpen, black, retractable fine tip	50	20.00	1,000.00		
	piece	Dater, self inking	10	650.00	6,500.00		
	box	Envelope, for invitation, with design, 10s, colored	5	12.00	60.00		
	piece	Folder, Morocco, blue, short	20	100.00	2,000.00		
	piece	Marker, white, permanent, for metal, for dark background	10	95.00	950.00		
	piece	Marker, sketch art pen, 0.30/0.35mm, waterproof	5	120.00	600.00		
	bottle	Ink Refill, Epson, 003, black, 65 ml	20	320.00	6,400.00		
	bottle	Ink Refill, Epson, 003, cyan, 65 ml	10	320.00	3,200.00		
	bottle	Ink Refill, Epson, 003, magenta, 65 ml	10	320.00	3,200.00		
	bottle	Ink Refill, Epson, 003, yellow, 65 ml	10	320.00	3,200.00		
	pack	Paper, special, cream, A4, 10's (atleast 90 gsm)	20	60.00	1,200.00		
	pack	Paper, Specialty, board, A4, 10s, (atleast 200 gsm)	20	85.00	1,700.00		
	pack	Paper, sticker, A4, matte, 10s	100	95.00	9,500.00		
	pack	Paper, sticker, parchment, A4, 20s	5	100.00	500.00		
	piece	Sign Pen, Blue Ink, 0.4 mm, gel	120	85.00	10,200.00		
	piece	Tape, double sided, 1"	30	45.00	1,350.00		
	piece	Tape, double sided, 2"	30	55.00	1,650.00		
	piece	Stamp, self inking, customized for Forms (see attached design for reference)	10	550.00	5,500.00		
	piece	COVERALL SUIT- Disposable, non-sterile, polyethylene or similar laminate film, fluid-resistant, low-tinting, non-woven, two-way zipper, elastic waist and ankle with knitted cuffs, conforms to ASTM F1671 standard or equivalent, individually packed	2	250.00	500.00		
	box	Band Aid, 100 pcs/ box	2	150.00	300.00		
	box	Gloves, disposable, large, 100s	5	550.00	2,750.00		
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		63,260.00	
(Amount in words)		Sixty Three Thousand Two Hundred Sixty 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 <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>MDS CURRENT</u>	ORS/ BURS No. : <u>02-10101-21-11-10474</u>
Funds Available: _____	Date of the ORS/ BURS: <u>11/24</u>
WILBOURN B. BACOLONG ACCOUNTANT III	Amount: <u>63,260.00</u>

