



Department of Social Welfare and Development

Office of the Secretary, Central Office

15 OCT 2020

Purchase Order

#0734

COE

PH 117

Supplier: Ban Bee Commercial Co., Inc. **PO No.:** 01-20001-PO-2020-09-0010
Address: 856-858 C. M. Recto Ave., Zone 22, Tondo, Manila, 1012 **PO Date:** September 29, 2020
TIN: 001609075000 **Bank Name:**
Tel.No.: 02123456 **Bank/Branch:**
Fax No.: **Bank A/C No.:**
Mode of Procurement: Shopping 52.1b **Account Type:**
Month: September **PR No.:** 01-20001-PR-2020-06-0020
Fund Cluster: 01 - Regular Agency Fund **RFQ No.:** 20-0781 Shopping B
Funding Source: 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Delivery Terms: 10 working days upon receipt of the PO

Payment Terms: within 15-30 days upon completion of all supporting documents

No	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	Sign Pen, Hightech Pen, 0.5mm, black **PILOT 0.5mm, BLACK**	12.00	65.00	780.
2	Ream	Paper, Multicopy, 80 gsm, size: A3	2.00	550.00	1,100.
3	Pad	Note Pad, (2"x2"), 100 sheets/ pad	10.00	180.00	1,800.
Total					3,680.

(Total Amount in Words) ****THREE THOUSAND SIX HUNDRED EIGHTY PESOS AND 00/100****

In case of failure to make the full delivery within the time specified below, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Edmund Sandley
 Signature over Printed Name of Supplier

NOV. 4/2020
 Date

Very truly yours,

CAMILO G. GUDMALIN
 Signature over Printed Name of Authorized Official
 Undersecretary for Standards & Capacity Building Group
 Head of the Procuring Entity (HOPE)
 (Head of the Procuring Entity / Authorized Representative)

Designation

COE 14 09-01119

01-20001-001-2020-09-01119
 10/8/2020
 P 3,680.-

		Date From	Date To
1	Sign Pen, Hightech Pen, 0.5mm, black **PILOT 0.5mm, BLACK**		
2	Paper, Multicopy, 80 gsm, size: A3		
3	Note Pad, (2"x2"), 100 sheets/ pad		

Certified as to Fund Source and in accordance with
the approved Work and Financial Plan (WFP):
 Appropriation: _____
 Fund: _____
 Allotment Class: _____
 P/A/P: _____

Spine
10-8-20
Division Chief, FNB-Budget Division 101

RP