

**PURCHASE ORDER**  
 DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT  
 IBP Road, Constitution Hills, Quezon City

2018-03-0169  
 #249

Supplier :	<b>WORK HABITS TRADING</b>	PO No. :	<b>2018-03-0169</b>
Address :	Blk 1 Lot 5B Dandelion St., Greenwoods Executive Village San Andres, Cainta Rizal	Date :	March 16, 2018
Tel. No. :	710-2060 / 0920-9318739	Mode of Procurement :	NP-Small Value
Tin. No. :	204-254-191-000		

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

Place of Delivery:	PS Warehouse DSWD-Central Office, IBP Road Constitution Hills, Quezon City	Delivery Term:	
Date of Delivery:	on or before March 21, 2018	Payment Term:	Fifteen (15) to Thirty (30) days upon final inspection and acceptance

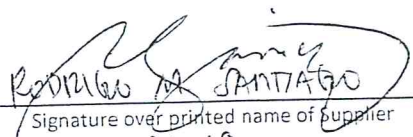
Stock / Property No.	Unit		Quantity	Unit Amount	Amount
	pcs	Certificate Holder Size: A4 4 ribbon corners, tent fold Color: red DSWD Font color: Gold Date Needed: March 21, 2018 ***Nothing follows***  Purchase Request No. 2018010048 AOQ No. 18-0131 NP-SV  Certificate Holder for the Praise Awards Ceremony	100	105.00	10,500.00

(Total Amount in Words)	Ten Thousand and Five Hundred Pesos Only	P	10,500.00
-------------------------	--	---	-----------

In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Conforme:

Very truly yours,

 Signature over printed name of Supplier 3-20-18 Date	CESARA AQUINO Signature over Printed Name of Authorized Official OIC-Director, HRDS AD. 3.17 Designation
---	--

Fund Cluster:	GAS (HRDB) FUND - 2018010048	ORS/BURS No.:	02-0101-2018-03-0169
Funds Available:	₱10,500.00	Date of the ORS/BURS:	3-17-18
	JUBIE LEAH MAE. S. COLES Signature over Printed Name of Chief Accountant/ Head of Accounting Division/Unit	Amount	₱10,500.00