

**PURCHASE ORDER**

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

#533


Supplier :	MCSA MARKETING	PO No. :	2018-05-0389
Address :	446 San Fernando St. Binondo Manila	Date :	May 9, 2018
Tel. No. :	241-4217/ 247-1982/ Fax No. 241-6791	Mode of Procurement :	NP-Small Value
TIN :	103-916-601-000		


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 Q.C.	Delivery Term:	Seven (7) working days upon receipt of P.O.
Date of Delivery:		Payment Term:	Fifteen (15) to Thirty (30) days upon final inspection and acceptance

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	pc. ✓	<b>15" Desktop Manual Paper Cutter Brand: UK</b> Size : 15" x 18" ✓ Precision cutting tool under B4 Paper ✓ (9.84" x 13.9") with 12 Sheet maximum capacity ✓ high quality steel cutting blade ✓ sturdy metal cutting blade ✓ Cutting Mode: Manual ✓ with arm lock for safer use ✓ non-skid rubber feel for table top use ✓ xxxxxxxxxxxxxxxxxxxnothing followsxxxxxxxxxxxxxxxxx  Reference PR Nos. 2018041085 ✓ AOQ No. 18-0452 NP-SV ✓	1 ✓	1,400.00 ✓	1,400.00
<b>(Total Amount in Words)</b> One Thousand Four Hundred Pesos Only ✓					<b>1,400.00</b>


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

Conforme:  
  
 Signature over printed name of Supplier  
 JUNE 22, 2018  
 Date

Very truly yours,  
  
**VIRGINIA N. OROGO**  
 Signature over Printed Name of Authorized Official  
 Undersecretary for Special Concern  
 Designation

Fund Cluster: 100000-1-1  
 Funds Available: P1,400.00

ORS/BURS No.: 02-101101-2018-06-06381  
 Date of the ORS/BURS: 06-14-18  
 Amount

  
**JUBIE LEAH MAE S. COLES**  
 Signature over Printed Name of Chief Accountant  
 Head of Accounting Division/Unit