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PURCHASE ORDER
 DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT
 Batasan Pambansa Complex, Constitution Hills, Quezon City

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Supplier	SUNSHINE OFFICELINK VENTURES CORP.	PO No.	2018-05-0431
Address	1126 E. Rodriguez St. Cor. Del Pilar St., Bangkal Makati City	Date	May 21, 2018
Tel. No.	403-0918	Mode of Procurement	Shopping (B)
PhilGEPS No.	2015-142976		
TIN:	008-833-835-000		

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

Place of Delivery:	DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City	Delivery Term:	within Seven (7) working days upon receipt of the 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
1	piece	Ballpoint Pen, Fine Point, Black (Digno)	60 ✓	3.50	210.00 ✓
2	piece	Ballpoint Pen, Fine Point, Blue (Digno)	40 ✓	3.50	140.00 ✓
3	piece	Sign Pen, Hightech Pen, 0.7mm, Black (Pilot V5/V7)	25 ✓	52.00	1,300.00 ✓
4	piece	Sign Pen, Hightech Pen, 0.7mm, Blue (Pilot V5/V7)	25 ✓	52.00	1,300.00 ✓
xxxxxxxx-Nothing Follows-xxxxxxxx					

Charged to: SB Fund
 PR No. 2018010190 ✓
 AOQ No. 18-0433 Shopping (B) ✓
 For the use of Standards Bureau

(Total Amount in Words) **Two Thousand Nine Hundred Fifty Pesos Only** P **2,950.00**

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:

PATERNO TUNCOAR
 (Signature over printed name)
 Date 6-14-18

Very truly yours,

MARITES M. MARISTELA
 Director IV, Standards Bureau
 Agency Head/Authorized Representative

Fund Cluster: 300100-1-1
 Funds Available: 70,900 -

ORS/BURS No.: 02-101101-2018-05-0431
 Date of the ORS/BURS: _____
 Amount: 70,900 -

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