

PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City

480

Supplier	GEE-LINE TRADING	PO No.	2018-05-0464
Address	9 Tagumpay St., Gulod, Nova, Quezon City	Date	May 24, 2018
Tel. No.	899-5748, 283-7458, 09189447976	Mode of Procurement	Shopping (B)
PhilGEPS No.	2016-164555		
TIN:	115-773-834-000		

Gentlemen:

JIM

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	bundle	Rag, All Cotton, 7" in diameter, 32 pieces per kilo	3 ✓	90.00 ✓	270.00 ✓
2	piece	Staple Remover, Plier Type	3 ✓	64.00 ✓	192.00 ✓
3	piece	Glue Sticks, Jumbo	30 ✓	8.00 ✓	240.00 ✓
4	box	Paper Fastener, Plastic, with 70mm prongs, 25mm capacity	44 ✓	120.00 ✓	5,280.00 ✓
5	piece	Stapler, Standard	3 ✓	185.00 ✓	555.00 ✓
6	set	Indicator Tag/Flaglets, Plain, Assorted Colors, 50s/set	12 ✓	35.00 ✓	420.00 ✓
7	set	Indicator Tag/Flaglets, with "Sign Here", 50s/set	12 ✓	38.00 ✓	456.00 ✓
8	piece	Certificate Frame, A4 size	65 ✓	65.00 ✓	4,225.00 ✓
9	piece	Certificate Holder, A4 size, Leatherette	60 ✓	135.00 ✓	8,100.00 ✓
10	piece	Desk Tray, 3 Layer, Wire Mesh	6 ✓	325.00 ✓	1,950.00 ✓
11	pack	Paper, Photo, Glossy, A4 size, 10 pcs/pack	18 ✓	55.00 ✓	990.00 ✓
12	piece	Note Pad, 2" x 2", 100 sheets/pad	10 ✓	55.00 ✓	550.00 ✓
13	ream	Paper, Laid, Conqueror, A4	1 ✓	1,560.00 ✓	1,560.00 ✓
		xxxxxxxx-Nothing Follows-xxxxxxxx			
		Charged to: GASS (HRDB) Fund PR No. 2018030866 ✓ AOQ No. 18-0344 Shopping (B) ✓ 1st Quarter Supplies			
(Total Amount in Words)					P 24,788.00 ✓

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:

EVANGELINE D. DELAGIO

(Signature over printed name)

Date

Very truly yours,

CESAR A. AQUINO
OIC-Director, HRDS
Agency Head/Authorized Representative

Fund Cluster: 100000-1-1

Funds Available: P24,788-

ORS/BURS No.: 02-101101-2018-05-05774

Date of the ORS/BURS: 5-24-18

Amount: P24,788-

JUBILEAH MAE S. COLES

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit