

# PURCHASE ORDER

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

Supplier	E.D SUAREZ STATIONERY & GEN. ✓ MDSE.	PO No.	2018-05-0468
Address	Room 314 Pacific Island Building, 460 S. Padilla Cor. Quintin Paredes Sts., Binondo, Manila	Date	May 24, 2018
Tel. No.	241-3290, 241-2850 / Fax: 241-2084	Mode of Procurement	Shopping (B)
PhilGEPS No.	2002-3480 ✓		
TIN:	103-922-632-000		

Gentlemen:

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	Copy Paper, Short, 80gsm xxxxxxxx-Nothing Follows-xxxxxxxx	10 ✓	180.00 ✓	1,800.00 ✓

Charged to: GASS (FMS) Fund  
PR No. 2018041046 ✓  
AOQ No. 18-0487 Shopping (B) ✓  
For the use of COA-DSWD


(Total Amount in Words)	One Thousand Eight Hundred Pesos Only	P	1,800.00
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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:

  
JOEL MATINIS  
 (Signature over printed name)  
 6-11-18  
 Date

Very truly yours,

  
 WAYNE C. BELIZAR  
 Director IV, FMS  
 Agency Head/Authorized Representative

Fund Cluster: 1807750-1-1  
 Funds Available: 21,800

  
 JUBIE LEAH MAE S. COLES

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

ORS/BURS No.: 02-101101-2018-06-03999  
 Date of the ORS/BURS: 6-6-18  
 Amount: 21,800