

# PURCHASE ORDER

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

# 601

Supplier	BAN BEE COMMERCIAL CO., INC.	PO No.	2018-06-0617
Address	856 C.M Recto Ave., Tondo Manila	Date	June 29, 2018
Tel. No.	244-3724 / Fax: 244-3728	Mode of Procurement	Shopping (B)
PhilGEPS No.	2001-2151		
TIN:	001-609-075-000		

Gentlemen:

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

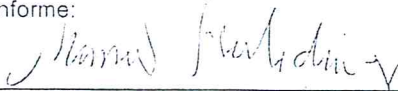
Place of Delivery:	DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City	Delivery Term:	within Seven (7) working days upon receipt of the P.O.
Date of Delivery		Payment Term:	Fifteen (15) to Thirty (30) days upon final inspection and acceptance

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
1	piece	Sign Pen, High Tech Pen, 0.7mm, Black, Pilot	9 <sub>1</sub>	45.00	405.00 <sub>1</sub>
2	piece	Sign Pen, High Tech Pen, 0.7mm, Blue, Pilot	9 <sub>1</sub>	45.00	405.00 <sub>1</sub>
3	piece	Staple Remover, Twin Jaws (UK)	2 <sub>1</sub>	23.00	46.00 <sub>1</sub>
4	piece	DVD Recordable, 16x speed, 4.7GB capacity (Kodak w/o Case)	100 <sub>1</sub>	12.00	1,200.00 <sub>1</sub>
5	piece	DVD Rewritable, 16x speed, 4.7GB capacity (Kodak w/o Case)	100 <sub>1</sub>	32.00	3,200.00 <sub>1</sub>
6	case	Push Pin, Flat head type assorted colors, 100s/case	1 <sub>1</sub>	38.00	38.00 <sub>1</sub>
7	piece	Staple Wire, Standard, #10 (HBW)	5 <sub>1</sub>	8.00	40.00 <sub>1</sub>
8	piece	Stapler, Standard (HBW)	5 <sub>1</sub>	120.00	600.00 <sub>1</sub>
9	piece	Certificate Frame, A4 size	6 <sub>1</sub>	150.00	900.00 <sub>1</sub>
10	piece	Certificate Holder, A4 size	6 <sub>1</sub>	50.00	300.00 <sub>1</sub>
11	piece	Clear Book, 60 pockets A4 size	5 <sub>1</sub>	150.00	750.00 <sub>1</sub>
12	piece	Data File Box, with finger ring 5" x 9" x 15-3/4"	5 <sub>1</sub>	90.00	450.00 <sub>1</sub>
13	piece	Document Holder, Plastic with zipper & handle, Legal size	100 <sub>1</sub>	62.00	6,200.00 <sub>1</sub>
14	piece	Folder, 3-hole ring binder, A4 size, 1" capacity	100 <sub>1</sub>	170.00	17,000.00 <sub>1</sub>
15	pack	Index Card, Rule Both Sides, 5" x 8", 500 pcs/pack xxxxxxxx-Nothing Follows-xxxxxxxx	1 <sub>1</sub>	250.00	250.00 <sub>1</sub>

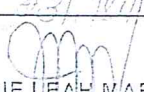
Charged to: LS Fund  
PR No. 2018051293  
AOQ No. 18-0634 Shopping (B)  
2nd Quarter Supplies

(Total Amount in Words)	Thirty One Thousand Seven Hundred Eighty Four Pesos Only	P	31,784.00
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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:  
  
\_\_\_\_\_  
(Signature over printed name)  
\_\_\_\_\_  
Date

Very truly yours,  
  
ATTY. CARLO FLORENDO C. CASTRO  
Director, Legal Service  
Agency Head/Authorized Representative

Fund Cluster: 100000-1-1  
Funds Available: 331,701.10  
  
JUBIE LEAH MAE S. COLES  
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: 03-101101-2018-07-07310  
Date of the ORS/BURS: 18-07-10  
Amount: 331,701.10