

648

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

| | | | |
|------------|---------------------------------------|-----------------------|----------------|
| Supplier : | 1618 OFFICE SOLUTIONS, INC. | PO No. : | 2018-07-0648 |
| Address : | 1618 Felix de Leon St., Tondo, Manila | Date : | July 6, 2018 |
| Tel. No. : | 254-8940; 253-9260 (Ms. Grace So) | Mode of Procurement : | NP-Small Value |
| TIN : | 008-189-866-000 | | |

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

| | | | |
|-------------------|--|----------------|--|
| Delivery Site: | DSWD Central Office PS Warehouse, Batasan Complex, Constitution Hills, Quezon City | Delivery Term: | Within Ten (10) working days upon receipt of Purchase Order ✓ |
| Date of Delivery: | | Payment Term: | Fifteen (15) to Thirty (30) days upon completion of supporting documents |

| Stock / Property No. | Unit | Description | Quantity | Unit Amount | Amount |
|----------------------|------|--|----------|-------------|------------|
| | pc. | Self-Inking Stamp with border | 1 | 600.00 | 600.00 ✓ |
| | pc. | Compliments of DSWD Knowledge Exchange Center | 1 | 600.00 | 600.00 ✓ |
| | pc. | Department of Social Welfare and Development Knowledge Exchange Center | 1 | 600.00 | 600.00 ✓ |
| | pc. | Room Use Only DSWD Knowledge Exchange Center | 1 | 600.00 | 600.00 ✓ |
| | pc. | Date Stamper with border | 1 | 1,200.00 | 1,200.00 ✓ |
| | pc. | Self-Inking Stamp without border | 1 | 500.00 | 500.00 ✓ |
| | pc. | Leah E. Mejias, OIC-Director | 1 | 500.00 | 500.00 ✓ |
| | pc. | Efleda Joyce S. Consulta, OIC-Division Chief, CBD | 1 | 500.00 | 500.00 ✓ |
| | pc. | Precilia A. Docuyanano, OIC-Division Chief, KMD | 1 | 500.00 | 500.00 ✓ |
| | pc. | Date Stamper with border | 1 | 1200.00 | 1,200.00 ✓ |

References: AOQ No. 18-0771 NP-SV PR No. 2018030721 & 2018020462 Fund Source: CY 2018 101 MOOE

| | | | |
|-------------------------|-----------------------------------|---|----------|
| (Total Amount in Words) | FIVE THOUSAND SEVEN HUNDRED PESOS | P | 5,700.00 |
|-------------------------|-----------------------------------|---|----------|

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: *[Signature]*
 Signature over printed name of Supplier
 19 July 2018
 Date

Very truly yours, *[Signature]*
 LEAH E. MEJIAS *[Signature]*
 Signature over Printed Name of Authorized Official
 OIC-Director, Social Welfare Institutional Development Bureau
 Designation

Fund Cluster: 350100-1-10
 Funds Available: P5,700-
 JUBIEL MAE S. COLES
 Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit *[Signature]*

ORS/BURS No.: 02-10/101-2018-07-07918
 Date of the ORS/BURS: 7-13-18
 Amount: 5,700.00