

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

#645

Supplier :	1618 OFFICE SOLUTIONS, INC.	PO No. :	2018-07-0651
Address :	1618 Felix de Leon St., Tondo, Manila	Date :	July 9, 2018
Tel. No. :	254-8940; 253-9260 (Ms. Grace So)	Mode of Procurement :	NP-Small Value
TIN :	008-189-866-000		

Gentlemen:
 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

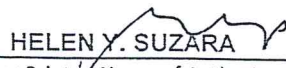
Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Rubber Stamp, Wood Handle			
	pcs.	Certified True Copy	5	120.00	600.00 ✓
	pcs.	STB File Copy	5	120.00	600.00 ✓
	pcs.	Received Office of the Director	2	300.00	600.00 ✓
	pcs.	Melvin C. Dayrit	2	140.00	280.00 ✓
	pcs.	Annabel R. Oidem	2	140.00	280.00 ✓
	pcs.	Marilyn B. Moral	2	140.00	280.00 ✓
	pcs.	Helen Y. Suzara	2	140.00	280.00 ✓
	pcs.	RUSH	3	140.00	420.00 ✓
	pcs.	URGENT	2	140.00	280.00 ✓
	pcs.	STB Library	2	140.00	280.00 ✓
	pcs.	Received Social Technology Bureau	2	300.00	600.00 ✓
	pcs.	Ma. Vernetta V. Libardo	2	140.00	280.00 ✓

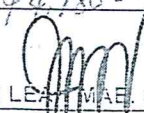
References: AOQ No. 18-0771 NP-SV ✓ PR No. 2018010172 ✓ Fund Source: Current Appro 101 MOOE

(Total Amount in Words)	FOUR THOUSAND SEVEN HUNDRED EIGHTY PESOS ✓	P	4,780.00 ✓
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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 of Supplier
 19 July 2018
 Date

Very truly yours,

 HELEN Y. SUZARA
 Signature over Printed Name of Authorized Official
 OIC-Director IV, Social Technology Bureau
 Designation

Fund Cluster: 200000-173
 Funds Available: ₱4,780-

 JUBIE LEA MAE S. COLES
 Signature over Printed Name of Chief Accountant
 Head of Accounting Division/Unit 7/17

ORS/BURS No.: 02-101101-2018-07-07917
 Date of the ORS/BURS: 07-13-18
 Amount: 4,780.00