

# PURCHASE ORDER

## DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

IBP Road, Constitution Hills, Quezon City

# 635

Supplier :	1618 OFFICE SOLUTIONS, INC.	PO No. :	2018-07-0653
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
	pc.	Self - Inking Stamp, S-824	1	750.00	750.00
		Certified True Copy Date: Font: 12 Arial  ***nothing follows***			

References: AOQ No. 18-0771 NP-SV      PR No. 2018010068      Fund Source: Current Appro 101 MOOE

(Total Amount in Words)	SEVEN HUNDRED FIFTY PESOS	P	750.00
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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:

*Lito/Office*

Signature over printed name of Supplier

*19 July 2018*

Date

Very truly yours,

*M. Fabricante*  
MARISSA N. FABRICANTE

Signature over Printed Name of Authorized Official  
Officer In Charge, Internal Audit Service

Designation *7-10-12*

Fund Cluster: *10000-1-1*  
Funds Available: *PT-1-1*

ORS/BURS No.: *02 10101 2018 07 0796*  
Date of the ORS/BURS: *07.11.18*  
Amount: 750.00

JUBIE LEAH MAE. S. COLES

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