

PURCHASE ORDER

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

#926

Supplier	347 SCHOOL OFFICE SUPPLIES INC.	PO No.	2018-09-1018
Address	347 San Vicente St., Binondo, Manila	Date	September 13, 2018
Tel. No.	(02) 366-2505	Mode of Procurement	Shopping (B)
PhilGEPS No.	2011-78354		
TIN:	007-649-037-000		

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	Ballpoint Pen, Fine Point, Blue	84	22.50	1,890.00
2	piece	ID Jacket with String, 3x4	100	10.00	1,000.00
3	sets	Color Pens, set of 24, Markers, Assorted Colors	8	66.50	532.00
4	boxes	Marker, Permanent, Black/Blue	2	135.00	270.00
5	piece	Marker, Permanent, Red	1	11.25	11.25
6	bundle	Rags, All Cotton, 7" in diameter, 32 pieces	10	115.00	1,150.00
7	piece	Box, File Storage, with Lid, Blue, size: 16-3/4" x 13-3/4" x 10-5/8"	5	306.75	1,533.75
8	piece	Clipboard, Legal Size, Leatherette, Black	30	210.00	6,300.00
9	piece	Data File Box, made with chipboard, 5" x 9" x 15-3/4", Maroon	30	154.00	4,620.00
10	piece	Data File Box, made with chipboard, 5" x 9" x 15-3/4", Green	30	154.00	4,620.00
11	piece	Data File Box, made with chipboard, 5" x 9" x 15-3/4", Blue	30	154.00	4,620.00
12	piece	Data File Box, made with chipboard, 5" x 9" x 15-3/4", Black	15	112.00	1,680.00
13	piece	Data Folder, with finger ring (3" x 9" x 15") Maroon	15	77.00	1,155.00
14	piece	Data Folder, with finger ring (3" x 9" x 15") Green	15	77.00	1,155.00
15	piece	Data Folder, with finger ring (3" x 9" x 15") Blue	15	77.00	1,155.00
16	piece	Data Folder, with finger ring (3" x 9" x 15") Black	15	77.00	1,155.00
		xxxxxxxx-Nothing Follows-xxxxxxxx			

Charged to: SWIDB Fund
 PR No. 2018072528, 2018072503, 2018061708
 AOQ No. 18-1063 Shopping (B)
 Training Supplies for the use of SWIDB

(Total Amount in Words)	Thirty Four Thousand One Hundred Fifty Seven Pesos Only	P	34,157.00
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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:

LD

Leymar Desulmala
 (Signature over printed name)
 9-27-18
 Date

Very truly yours,

Leah E. Mejias

LEAH E. MEJIAS
 OIC-Director, SWIDB
 Agency Head/Authorized Representative

Fund Cluster:	350100-1-2
Funds Available:	#34,157-
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit	ORS/BURS No.: 02-10101-2018-10-1160 Date of the ORS/BURS: Amount: #34,157-

Jubie Leah Mae S. Coles

JUBIE LEAH MAE S. COLES