

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

Appendix 51

Supplier	347 SCHOOL OFFICE SUPPLIES INC.	PO No.	2018-09-1019
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		

911

JIM

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	bundle	Rags, All Cotton, 7" in diameter, 32 pieces	3	115.00	345.00
2	piece	Staple Remover, Plier Type	20	60.00	1,200.00
3	piece	Cartolina, (20 pieces Black and 20 pieces Orange) xxxxxxxx-Nothing Follows-xxxxxxxx	40	5.00	200.00

Charged to: GASS (IAS) Fund
 PR No. 2018072324
 AOQ No. 18-1063 Shopping (B)
 For the use of Internal Audit Service

(Total Amount in Words)	One Thousand Seven Hundred Forty Five Pesos Only	P	1,745.00
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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:	Very truly yours,
Jonathan B. Urbano (Signature over printed name) Date: Sept 19, 2018	Marissa N. Fabricante OIC-Director, IAS Agency Head/Authorized Representative

Fund Cluster:	100000-1-1	ORS/BURS No.:	02-101101-2018-09-11521
Funds Available:	1,745	Date of the ORS/BURS:	9-17-18
	JUBIE LEAH MAE S. COLES	Amount:	1,745
Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit			