

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

Supplier	MCSA MARKETING	PO No.	2018-09-1067
Address	446 Gedisco Bldg., San Fernando St. Binondo, Manila	Date	September 20, 2018
Tel. No.	241-4217, 247-1982 / Fax: 241-6791	Mode of Procurement	Shopping (B)
PhilGEPS No.	2002-4116		
TIN:	103-916-601-000		

Gentlemen:

MIA

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	Sign Pen, High Tech Pen, 0.5mm, Black (Pilot)	50	55.00	2,750.00
2	piece	Sign Pen, High Tech Pen, 0.5mm, Blue (Pilot)	50	55.00	2,750.00
3	piece	Ballpoint Pen, Fine Point, Black (G.T Brand)	100	5.00	500.00
4	piece	Ballpoint Pen, Fine Point, Blue (G.T Brand)	50	5.00	250.00
5	piece	Ballpoint Pen, Fine Point, Red (G.T Brand)	25	5.00	125.00
6	piece	Ballpoint Pen, Fine Point, Green (G.T Brand)	25	5.00	125.00
		xxxxxxxx-Nothing Follows-xxxxxxxx			

Charged to: GOP NCDDP Fund  
 PR No. 2018061870  
 AOQ No. 18-1006 Shopping (B)  
 3rd Quarter Supplies

(Total Amount in Words)

Six Thousand Five Hundred Pesos Only

P

6,500.00

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:

*Paul B. Vinzon*  
 (Signature over printed name)

10/5/18  
 Date

Very truly yours,

*Maria Lourdes T. Jarabe*  
 USEC. MARIA LOURDES T. JARABE  
 Deputy National Program Director and OIC,  
 KALAHI CIDSS-NCDDP  
 Agency Head/Authorized Representative

Fund Cluster: 310160-3-1  
 Funds Available: 6,500-

ORS/BURS No.: 02-18157NCDDP-2018-09-00760  
 Date of the ORS/BURS: 09/27/18  
 Amount: 6,500-

*Odessa T. Villaceran*  
 ODESSA T. VILLACERAN

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