

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

0592 27 AUG 2020  
 # 96331-5

Supplier	SUNSHINE OFFICELINK VENTURES CORP.	PO No.	2020-07-0232
Address	BANGKAL, MAKATI CITY	Date	16 JULY 2020
Tel. No.	88021752/8448845/4030918	Mode of Procurement	SHOPPING B
PhilGEPS No.	2015-142976		
TIN:	008-833-835-000		

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

COE

Place of Delivery:	DSWD-PS WAREHOUSE, DSWD CENTRAL OFFICE, IBP ROAD, BATASAN HILLS, QUEZON CITY	Delivery Term:	Advise to Debit Account (ADA)
Date of Delivery:	TEN (10) WORKING DAYS UPON RECEIPT OF PURCHASE ORDER	Payment Term:	WITHIN 15-30 DAYS UPON COMPLETE SUBMISSION OF ALL SUPPORTING DOCUMENTS

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
		Supply and Delivery of the following:			
	piece	BALLPOINT PEN, FINE POINT, BLACK	100	6.50	650.00
	piece	BALLPOINT PEN, FINE POINT, BLUE	150	6.50	975.00
		*Nothing follows*			
Charged to PMB PR no. 2019-12-00005 Page 1 of 1					

(Total Amount in Words) **ONE THOUSAND SIX HUNDRED TWENTY FIVE PESOS ONLY** P **1,625.00**

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:

*PATERNO TUNGAR*  
 (Signature over printed name)  
 9/14/2020

Very truly yours,

*AIMEE S. TORREFRANCA-NERI*  
**ATTY. AIMEE S. TORREFRANCA-NERI**  
 Undersecretary for the General Administration and Support Services Group  
 Authorized Representative of the Head of the Procuring Entity

Fund Cluster: 01-0165101  
 Funds Available: 1,625.00

ORS/BURS No.: 2020-07-0232  
 Date of the ORS/BURS: 8/17/20  
 Amount: 1,625.00

**JUBIE LEAH MAE S. COLES**

OIC-Division Chief, Accounting Division for Special Projects

1st copy