

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

Supplier	347 SCHOOL OFFICE SUPPLIES INC.	PO No.	2020-10-0285
Address	347 San Vicente Cr. Tomas Pinpin St. Binondo Manila	Date	OCTOBER 23, 2020
Tel. No.	8-567-4899 / 0912-4300348 / Sarah Sato	Mode of Procurement	Shopping (B)
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-Central Office, Procurement Service Warehouse, Batasan Pambansa Road, Q.C.	Delivery Term:	Ten (10) working days upon receipt of the P.O.
Date of Delivery		Payment Term:	within 15-30 days upon completion of all supporting documents

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
	piece	Marker, permanent Black	1000	9.50	9,500.00
	piece	Marker, permanent Blue	1000	9.50	9,500.00
	piece	Marker, whiteboard, black	1000	13.20	13,200.00
	piece	Marker, whiteboard, Blue	1000	13.20	13,200.00
	piece	SignPen, Black, 0.5mm needle tip	600	24.00	14,400.00
	piece	Signpen, Blue, 0.5mm needle tip	600	24.00	14,400.00
	pad	Notepad, stick on, 3"x4" min	150	29.90	4,485.00
	pad	Notepad, stick on, 3"x3" min	150	26.00	3,900.00
	set	Marker Fluorescent, 3 assorted colors per set	30	52.65	1,579.50
	piece	Ballpen, Finepoint, Black	500	5.00	2,500.00
	piece	Ballpen, Finepoint, Blue	500	5.00	2,500.00
		xxxxxxxxxx-Nothing Follows-xxxxxxxxxx			

Charged to: 4PS-NPMO
 PR No. : 01-20001-PR-2020-06-00008
 AOQ NO: 20-0784 Shopping (B)

(Total Amount in Words)	EIGHTY NINE THOUSAND ONE HUNDRED SIXTY FOUR PESOS AND FIFTY CENTAVOS ONLY	P	89,164.50
-------------------------	---	---	-----------

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,

Mario Tanuta
 (Signature over printed name)
 12-3-2020

ATTY. AIMEE S. TORREFRANCA-NERI
 Undersecretary for Operations Group
 Authorized Representative of the Head of the Procuring Entity

Fund Cluster:	71010-1	ORS/BURS No.:	01-20001-PR-2020-06-00008
Funds Available:	P 89,164.50	Date of the ORS/BURS:	11/01/2020
		Amount:	P 89,164.50

OIC-Division Chief, Accounting Division for Special Projects