

PURCHASE ORDER



Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier: OFFICEBOX ENTERPRISES Address: TIPOLO SQUARE, TIPOLO MANDAUE CITY Contact No.: 345-3201 Contact Person: RICHEL ESPARCIA	PO No. DSWD7-AMP-2021-098 Date: 3/1/2021 Mode of Procurement: Shopping TIN: 214-859-198-000
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Gentlemen/Madam:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	DSWD FO VII, Cebu City	Delivery Term:	within 30 days upon receipt and conformity of PO
Date of Delivery:		Payment Term:	within 30 days after receipt of Sales Invoice/Billing Statement

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
		supply & delivery of the ff:			
	unit	ERGONOMIC EXECUTIVE HIGH-BACK CHAIR	20	6,900.00	138,000.00
		Specifications: -With armrest -Metal chrome legs with recliner mechanism -2.5mm thick metal legs -Foot operated -Color: Leatherette Black			
	unit	VERTICAL STEEL CABINET WITH SAFE VAULT	8	12,800.00	102,400.00
		Specifications: -3 drawers -3 to 4 hrs fire resistant -With centralized locking system (single lock) -Full extension ball bearing drawer slides (double) -Finish: enamel wrinkled -Thickness: 0.9mm -Dimension: 45"H x 18 1/2"W x 28"D -Preferred color: gray/dark gray Purpose: For Social Pension Program use. (PR Ref. DSWD7-2021-0175)			
				Gross Amount:	240,400.00
				Less:	
				5%	10,732.14
				1%	2,146.43

(Total Amount in Words)	Two Hundred Twenty Seven Thousand Five Hundred Twenty One Pesos & 43/100	Net of tax	227,521.43
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme: RENETH GOMONT
Signature over Printed Name of Supplier
Date: 3/1/21

Very truly yours,
REBECCA P. GEAMALA, DMPA
Regional Director

Funds Available: LOUIE RAY C. VILLARIN, CPA Regional Accountant	ALOBS No. : _____ Amount : _____
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