



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

Supplier: CEBU BUSINESS MATERIALS TRADING COMPANY INC. Address: TISA, CEBU CITY Contact No.: 417-0062/418-3630 Contact Person: JESSICA F. VALDEZ	PO No. DSWD7-AMP-2021-270 Date: 4/29/2021 Mode of Procurement: Shopping TIN: 425-903-176-000
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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 after receipt and conformity of PO
Date of Delivery:	Every Tuesday & Thursday 1:00pm to 4:00pm	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	OFFICE CLERICAL CHAIR *Black, with armrest ergodynamic thick cushion *Fabric base capacity *Tilt mechanism *100 kgs. capacity *Dimension 920-1000(h) x 565(w)x560(d)	7	2,500.00	17,500.00
	unit	METAL LATERAL FILE CABINET *3 layers lateral filing cabinet with central lock for 3 drawers *Powdered coated in light beige with heavy roller glide and smooth drawers *Size 900(w) x 450 (d) x 1060 (h) mm	2	13,800.00	27,600.00
	unit	MOBILE PEDESTAL *3 drawers including 1 central lock, 1 pen tray *1 file divider and 5 castor *Steel with powder coated (gray) *Dimensions: 40(w) x 56.5(d) x 65.5(h) cm	2	4,100.00	8,200.00
	pc.	STORAGE BOX *Mega box *50 liters capacity, transparent	5	390.00	1,950.00
	unit	FILING RACK *Metal rack *7 shelves *120 cm x 50 cm x 2100 cm	2	11,000.00	22,000.00
				Gross Amount:	77,250.00
		Purpose: For Pantawid staff use. (Ref: PR No.: DSWD7-21-0433)	Less:	5%	3,448.66
				1%	689.73

(Total Amount in Words)	Seventy Three Thousand One Hundred Eleven Pesos & 61/100	Net of tax	73,111.61
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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.

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

Conforme: DARYL E. DE ROSA
 Signature over Printed Name of Supplier
 Date: 5/6/21

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