

PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII

cor. MJ Cuenco Ave. & Gen. Maxilom Ave., Cebu City Tel. # 2330261, 2338785 Fax # 4129908, 2321192

Supplier: PHILIPPINE POSTAL CORPORATION	PO No. DSWD7-2019-AMP-040
Address: SUBANGDAKU, MANDAUE CITY	Date: 1/31/2019
Contact No.: 3459518	Mode of Procurement: Agency to Agency
Contact Person: CIRILO OSCAR C. ESPOS, CESO V	TIN:

Gentlemen:
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: Weekly
Date of Delivery:	Payment Term: within 30 calendar days after receipt of Billing/SI/DR

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<p>Postage and Courier Services that includes registered mails particularly for Philippine Postal Corporation Requirements:</p> <ol style="list-style-type: none"> Nationwide postage and courier services for documents/records. Philippine Postal corporation to pick up documents/records every working day DSWD FO VII can possibly go anytime directly to Philippine Postal Corporation to mail official documents/records if needed Mailing will be delivered by either of the following mode that would follow per attached corresponding rates of Philpost <ol style="list-style-type: none"> Ordinary Mail Express Mail Registered Mail Bill DSWD FO VII every month Payment will be within 30 working days upon receipt of billing statement The Approved Budget for the contract (ABC) is Php80,000.00 for the year 2019 The contract will end or stop when the ABC has been depleted/consumed on or before December 31, 2019 or regardless of any remaining balances of the ABC on December 31, 2019, the contract will still end or stop. <p>Purpose: For mailing services that includes registered mail of DSWD FO VII for the year 2019.</p> <p>(Ref: PR No.: DSWD7-19-0102)</p>	1	80,000.00	80,000.00

(Total Amount in Words) Eighty Thousand Pesos Only	Net of tax	80,000.00
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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: **REYNALDO M. MALACAPO JR**
Postal Area Director
Signature over Printed Name of Supplier
Date: 2/13/19

Very truly yours,
GRACE Q. SUBONG
ARD for Administration
2/13

LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____