

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: PHOTOPRO TRADING AND GENERAL MERCHANDISE CO.	PO No. DSWD7-19-AMP-069
Address: #15 ISHMAEL, BUSINESS CENTER M.J. CUENCO AVENUE CEBU CITY	Date: 4/25/2019
Contact No.: 032-253-0308/0942-675-2870	Mode of Procurement: Small Value Procurement
Contact Person: MELCHOR S. SAMARES	TIN: 271-275-226-006
Gentlemen:	


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


Place of Delivery: DSWD Field Office VII, Cebu City	Delivery Term: May to December 2019
Date of Delivery:	Payment Term: within 30 calendar days after SI/DR & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Monthly Rental of Photocopying Machine for CY 2019 (for the month of to May to December 2019) Specifications: * Minimum copies/month/machine: 23,809 copies (excess copy shall be charged per copy cost) * Touch screen LCD, user friendly with clear and high quality copies * Digital black and white * Minimum of 30 pages/minutes * 32mb memory * 600x600 dpi resolution * A3 (11x17) up to A5 (5/12 x 8 1/2) paper size * Laser Copy System * 1 minute warm up time (maximum) * Automatic and manual control * Connectivity: network/USB * Network software installation * Ready and applicable for network printing * Regular Maintenance Terms & Conditions: * Inclusive of parts and consumable, except of paper and electricity * 2% spoilage/test shall be deducted * Waive deposit/advance payment * Free delivery and on-site installation * Provision of at least one technician to repair the machines on an on-call basis * Free training on operational use of the machines * Billing period: Monthly Purpose: Photocopying of documents for CY 2019. (PR Ref. DSWD7-19-0311)	1	64,760.48	64,760.48
				0.34 per copy X 23,809 copies /mo. X 8 mos.	
				5%	2,891.09
				5%	2,891.09

(Total Amount in Words)	Fifty Eight Thousand Nine Hundred Seventy Eight Pesos & 30/100	Net of tax	58,978.30
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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: 
 Signature over Printed Name of Supplier
 Date: 4/26/19

Very truly yours,

REBECCA P. GEAMALA
 Regional Director

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