

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: **GLOBAL COPIER TRADING**
Address: JUDGE ANTONIO OPPUS-UY BLDG. M. TORRALBA ST.
TAGBILARAN CITY
Contact No.: 501-8807/09484652864
Contact Person: DENNIS B. NOROÑO

PO No. DSWD7-19-AMP-440
Date: 5/18/2019
Mode of Procurement: Small Value Procurement
TIN: 139-357-591-002

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

Place of Delivery:	SWAD BOHOL	Delivery Term:	Upon receipt of Approved PO
Date of Delivery:		Payment Term:	within 30 calendar days after receipt of Billing/SI/DR

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Unit	Monthly Rental of Photocopying Machine from May to December 2019 for "SWAD-BOHOL" Excess copy is .75 per copy Specifications: *Minimum copies/month/machine: 16,000 copies (excess cost per copy) *Touch screen LCD, user friendly with clear and high quality copies *Digital black and white *Minimum of 30 pages/minute *32 mb memory *600x600 dpi resolution *A3 (11" x 17") up to A5 (5 1/2" 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 and Condition: 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 demonstration on operational use of the machines Billing Period: Monthly Purpose: Photocopying of Documents for CY 2019. (Ref: PR No.: DSWD7-19-0578)	1	12,000 per month X 8	96,000.00
				5%	4,285.71
				5%	4,285.71
(Total Amount in Words)		Eighty Seven Thousand Four Hundred Twenty Eight Pesos & 58/100		Net of tax	87,428.58

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,

Conforme:

DENNIS B. NOROÑO
Signature over Printed Name of Supplier
Date: 5/20/19

Shalaine Marie S. Lucero
SHALAINA MARIE S. LUCERO
Director III/ARD for Operations

Funds Available:

LOUIE RAY O. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____

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