

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: **DELSAN OFFICE SYSTEM CORPORATION**
Address: Unit 9, The Green Strip, Jayme St. Paknaan, Cebu City
Contact No.: 0998-995-5527
Contact Person: Lincy Leah Flores

PO No. DSWD7-2019-AMP-535
Date: 07/02/19
Mode of Procurement: Shopping
TIN: 000-661-004-001

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: within 30 days upon receipt of approved PO

Date of Delivery:
Payment Term: within 30 calendar days after complete delivery & receipt of billing statement

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	cart	TONER CARTRIDGE FOR LASER PRINTER Toner type: Laser Print Technology, single component (Toner and Drum), ISO Certified Color output: Black Page Yield: at least 10,000 pages (A4) Toner warranty: should be free from material & crafts defects Free use of every two (2) toner cartridge for one year The printer should be the same brand as the toner The printer can print and copy up to 38 pages (A4) per minute The printer can scan up to 20 pages per minute The printer should have a monthly duty cycle of up to 80,000 pages (A4). The printer should have at least 256 mb memory (Ref: PR No.: DSWD7-19-0692)	40	7,500.00	300,000.00
				5%	13,392.86
				1%	2,678.57
				Net of tax	283,928.57

(Total Amount in Words)

Two hundred eighty three thousand nine hundred twenty eight pesos and 57/100

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:

Lincy Leah Flores
LINCY LEAH FLORES

Signature over Printed Name of Supplier

9/4/19

Date

Very truly yours,

GRACE D. SUBONG
OIC - Assistant Regional Director for Administration

Grace D. Subong
9/13

Funds Available:

Louie Ray C. Villarin
LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____

AO 6/15/02

PO No. DSWD7-2019-AMP-535

9/4/19