

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 SYSTEMS CORPORATION	PO No.	DSWD7-2019-AMP-561
Address:	#9 THE GREEN STRIP, S.E. JAYME ST. PAKNAAN, MANDAUE CITY	Date:	7/11/2019
Contact No.:	0998-9955527	Mode of Procurement:	Shopping
Contact Person:	LINCY LEAN FLORES	TIN:	661-004-001-000

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 calendar days 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
	cart.	TONER CARTRIDGE FOR LASER PRINTER *Toner Type: Laser Print Technology, Single Component (Toner and Drum), ISO Certified *Color Output: Black *Page Yield: 10,000 pages (A4) *Toner Warranty: Free from material and craft defects *Free use for every two (2) toner cartridge for one (1) year *Printer should be the same brand as the toner *Printer can print and copy up to 38 pages (A4) per minute *Printer can scan up to 20 pages (A4) per minute *Printer have a monthly duty cycle of up to 80,000 pages (4) *Printer have 256MB memory Purpose: For UCT Program use. (Ref: PR No.: DSWD7-19-0920)	12	7,500.00	90,000.00
				5%	4,017.86
				1%	803.57

(Total Amount in Words)	Eighty Five Thousand One Hundred Seventy Eight Pesos & 57/100	Net of tax	85,178.57
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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:

Lincy Lean Flores
Lincy Lean Flores

Signature over Printed Name of Supplier

9/4/19

Date

Very truly yours,

Grace D. Subong
GRACE D. SUBONG
OIC - Assistant Regional Director for Administration

9/4

Funds Available:

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

ALOBS No.:

Amount :

PO No. DSWD7-2019-AMP-561