

**PURCHASE ORDER**Department of Social Welfare and Development  
Field Office VII

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

Supplier:	<b>TRIMAX COMPUTER SUPPLIES AND GENERAL MERCHANDISE</b>	PO No. DSWD7-2019-AMP-894
Address:	UNIT 101 18TH CHERRY COURT GENERAL MAXILOM AVENUE, CEBU CITY	Date: 9/17/2019
Contact No.:	233-2218	Mode of Procurement: Shopping
Contact Person:	KAKING SY	TIN: 135-445-379-000

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
<b>Supply and Delivery of the ff:</b>					
	bottle	Alcohol, 500ml, ethel	10	75.00	750.00
	reams	Bondpaper, A4, 70gsm	2,070	172.00	356,040.00
	pcs.	Ballpen, Black	100	3.50	350.00
	pcs.	Certificate Holder, Glass Frame, A4	17	130.00	2,210.00
	pcs.	Correction Tape, Roller, 8 meters	136	18.00	2,448.00
	pcs.	Data Box File, 16x12x12 inches, with cover, made of hard chipboard, with closed ends	4	250.00	1,000.00
	pcs.	Illustration Board, 30 inch x 40 inch	20	52.00	1,040.00
	pcs.	Marker, Whiteboard, black	5	25.00	125.00
	pack	Metacards, Assorted, 100pcs/pack	24	55.00	1,320.00
	pcs.	Notebook, steno, 40lvs, spiral	123	10.00	1,230.00
	boxes	Paper Clip, Metal, Small	50	17.00	850.00
	pcs.	Pen, Ballpoint .6mm tip, black	56	3.50	196.00
	pcs.	Ruler, Plastic, 450mm	3	25.00	75.00
	pcs.	Signpen, .5mm, black	673	18.00	12,114.00
	pcs.	Signpen, .5mm, blue	580	18.00	10,440.00
	boxes	Staple Wire, No. 35	5	25.00	125.00
	bottle	Stamp Pad Ink, Blue	3	18.00	54.00
				<b>Gross Amount:</b>	<b>390,367.00</b>
				5%	17,427.10
				1%	3,485.42
<b>(Total Amount in Words)</b>		<b>Three Hundred Sixty Nine Thousand Four Hundred Fifty Four Pesos &amp; 48/100</b>		<b>Net of tax</b>	<b>369,454.48</b>

Purpose: **Various Office Supplies.**  
(Ref: PR No.: DSWD7-19-1289)

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:	<i>Joseph APOR</i> <u>RAZEL APOR</u> Signature over Printed Name of Supplier 10/07/19 Date	Very truly yours, <i>Shalaine Marie S. Lucero</i> <b>SHALAIN MARIE S. LUCERO</b> Director III/ARD for Operatons
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Funds Available:	<b>LOUIE RAY C. VILLARIN, CPA</b> Regional Accountant	ALOBS No. : _____ Amount : _____
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