

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. Address: # 15 ISHMAEL BUISINESS, CENTER MJ. CUENCO AVE., CEBU CITY Contact No.: 253-0308 Contact Person: Melchor S. Samares	PO No. DSWD7-2019-AMP-032 Date: 01/29/2019 Mode of Procurement: Small Value Procurement TIN: 271-275-226-006
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Gentlemen:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery:	Cebu City	Delivery Term:	Within 30 days upon receipt of approved PO
Date of Delivery:		Payment Term:	within 30 calendar days after receipt of monthly billing statement

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	RENTAL OF PHOTOCOPIING MACHINE FOR THE FIRST QUARTER OF CY 2019- RICOH MP4000 Specifications: Minimum copies/month/machine: 75,000 copies (excess-cost per day) 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 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 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: for CY 2019 DSWD FOVII photocopying of documents	2		62,700.00
				5%	2,799.11
				5%	2,799.11
		(Ref: PR No.: DSWD7-19-0290)			
(Total Amount in Words)		Fifty seven thousand one hundred one pesos and 78/100		<i>Net of tax</i>	57,101.78

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:

Melchor S. Samares
Signature over Printed Name of Supplier

2/7/19
Date

Very truly yours,

Rebecca P. Geamala
REBECCA P. GEAMALA
OIC-Regional Director

Funds Available:

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

ALOBS No. : _____
Amount : _____

2/7/19