

PURCHASE ORDER



Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier: J AND J SPARKZ ENTERPRISES	PO No. DSWD7-AMP-2021-024
Address: 0019 MARBELLA LEISURE PLAZA REAL ESTATE LESSOR, GALLAR ST. TAGBILARAN CITY	Date: 1/28/2021
Contact No.: (038) 501-7634/0961-230-9054	Mode of Procurement: Small Value Procurement
Contact Person: MELCHOR S. SAMARES	TIN: 334-137-397-001

Gentlemen:

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

Place of Delivery: SWAD BOHOL	Delivery Term: February to December 2021
Date of Delivery:	Payment Term: within 30 calendar days after receipt of Billing/Sl/DR

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	Unit	Monthly Rental of Photocopying Machine from February to December 2021 for "SWAD-BOHOL" Specifications: *Minimum copies/month/machine: 75,000 copies *Touch screen LCD, user friendly *Clear and high quality copies *Digital black & white *Minimum of 30 pages/minute *32 mb memory at least 600x600 dpi resolution *A3 (11" x 17") up to A5 (5 1/2) paper size *Laser Copy System *1 minute warm up time (maximum) *Automatic and manual control *Connectivity: Network/USB *Network Software Installation included *Ready and applicable for network printing *With free 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 the operational use of the machine Billing Period: Monthly (Ref: PR No.: DSWD7-2021-0076)	1	P14,100.00 X 11 months	155,100.00
				5%	6,924.11
				5%	6,924.11

(Total Amount in Words)

One Hundred Forty One Thousand Two Hundred Fifty One Pesos & 78/100

Net of tax

141,251.78

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.

Very truly yours,

Conforme:

Melchor S. Samares
MELCHOR S. SAMARES

Signature over Printed Name of Supplier

2/3/2021

Date

Rebecca P. Geamala
REBECCA P. GEAMALA, DMPA
Regional Director

Funds Available:

LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No.:

Amount: