

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

<b>Supplier:</b> PHOTOPRO TRADING AND GENERAL MERCHANDISE CO.	<b>PO No.:</b> DSWD7-AMP-2021-037
<b>Address:</b> #15 ISHMAEL, BUSINESS CENTER M.J. CUENCO AVENUE CEBU CITY	<b>Date:</b> 2/2/2021
<b>Contact No.:</b> 032-253-0308/0942-021-7372	<b>Mode of Procurement:</b> Small Value Procurement
<b>Contact Person:</b> MA. SALOME DAUGDAUG	<b>TIN:</b> 271-275-226-006

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

<b>Place of Delivery:</b>	DSWD Field Office VII, Cebu City	<b>Delivery Term:</b>	February to December 2021
<b>Date of Delivery:</b>		<b>Payment Term:</b>	within 30 days after SI/DR & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	<b>Rental of Photocopying Machine for CY 2021 "CANON"</b> <i>Specifications:</i> * Minimum copies/machine/month: 40,000 copies (excess) * Touch screen LCD, user friendly with clear and high quality copies * Digital black and white * Minimum of 30 copies/minute * 32mb memory * 600x600 dpi resolution * A3 (11x17) up to A5 (5/12 x 8 1/2) paper size * Laser Copy System * 1 minute warm up time (maximum) * Automatic and manual control * Connectivity: network/USB * Network software application * Ready and applicable for network printing * Regular Maintenance Services <i>Terms &amp; Conditions:</i> * 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 one technician to repair the machines on an on-call basis * Free training on operational use on the machines * Billing period: Monthly Purpose: For Field Office VII use. (PR Ref. DSWD7-21-0089)	2	8,160.00	179,520.00
				0.204 per copy X 40,000 copies /mo. X 11 mos. X 2 units	
				5%	8,014.29
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<b>(Total Amount in Words)</b>	One Hundred Sixty Three Thousand Four Hundred Ninety One Pesos & 42/100	<b>Net of tax</b>	163,491.42
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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:  Signature over Printed Name of Supplier Date: 02/02/2021	Very truly yours,  REBECCA P. GEAMALA, DMPA Regional Director
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Funds Available: LOUIE RAY C. VILLARIN, CPA Regional Accountant	ALOBS No. : _____ Amount : _____
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