

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: 2GO EXPRESS, INC.	PO No. DSWD7-19-AMP-036A
Address: ZUELLIG PHARMA AVE., MANDAUE RECLAMATION AREA, SUBANGDAKU, MANDAUE CITY	Date: 7/9/2019
Contact No.: 0932-878-5461	Mode of Procurement: Small Value Procurement
Contact Person: 000-855-492-000	TIN: 000-855-492-000

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:	July 2019 to December 2019
Date of Delivery:		Payment Term:	within 30 calendar days after receipt of Billing/SI/DR

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	POSTAGE & COURIER SERVICES Requirements 1. Nationwide postage and courier services for documents/records 2. Documents for mailing to be picked up at DSWD Field Office VII located at cor. M.J Cuenco and General Maxilom Avenues Cebu City 3. Pick up period is during Tuesdays and Thursdays at 3:00 PM 4. In case pick up day will fall on a holiday/special non-working holiday, service provider to pick-up mails during the next working day. 5. In case of urgent matters, DSWD Field Office VII can make a request call to service provider to pick up mails anytime of the day from Mondays to Saturdays 6. Mailing will be packed on either of the following three (3) parcels depending on the volume of the documents: a. Small b. Medium c. Large 7. Bill DSWD FOVII every end of the month 8. Payment will be within 30 working days upon receipt of billing statement. 9. The contract will end or stop when the ABC has been depleted/consumed on or before December 31, 2019 or regardless of any remaining balances of the ABC on December 31, 2019, the contract will still end or stop. 10. Aside from determining the service provider's compliance to technical capability, financial compliance shall also be determined through the average price of the mailing parcels and coverage as basis for the Lowest Calculated and Responsive Quotation. Parameter of Serviceable Coverage: 10.a. Small - Php60.00 10.b. Medium - Php80.00 10.c. Large - Php100.00 Parameter of Out of Town Coverage: 10.d. Small - Php120.00 10.e. Medium - Php120.00 10.f. Large Pgp120.00 11. Avarega Price = sum of the quoted price of serviceable coverage plus sum of the quoted price of out of town coverage over six (6) Purpose: For mailing services that included registered mail of DSWD VII for the year 2019. (Ref: PR No.: DSWD7-19-0101)	1	60,000.00	60,000.00
				5%	2,678.57
				2%	1,071.43

(Total Amount in Words)	Fifty Six Thousand Two Hundred Pesos Only	Net of tax	56,250.00
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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: Daisy Mae Delgado
Signature over Printed Name of Supplier

7/16/19
Date

Very truly yours,

GRACE Q. SUBONG
ARD for Administration

7/15/19

Funds Available:

LOUIE RAY C. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____
Amount : _____

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