Department of Social Welfare and Development Field Office 02
#3 Dalan Na Pagayaya, Regional Government Center
Carig Sur, Tuguegarao City, Cagayan
Telephone No. (078) 304-1004

Supplier :	ADILYNNE'S GENERAL MERCHANDISE	P.O. No. :	2023-03-0197
Address :	Tuguegarao City	Date :	3/24/23
TIN :		Mode of Procurement :	Small Value Procurement

Gentlemen:

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

Place of Delivery :	*DSWD FO2, Carig Sur, Tuguegarao City*	Delivery Term:	*One time delivery*
Date of Delivery :	*10 days upon receipt of P.O.*	Payment Term:	*30 days*

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Pack	Cartolina, assorted colors (10s)	5	55.00	275.00
	Reams	Paper, Multi-purpose (copy) A4, 70gsm	1,193	190.00	226,670.00
	Rolls	Tape, Electrical, 18mm x 16mm min	8	35.00	280.00
	Rolls	Tape, transparent, width: 24mm (±mm) (1")	229	16.00	3,664.00
	Boxes	Clip backfold, all metal, clamping; 19mm (-1mm)	309	12.00	3,708.00
	Boxes	Clip backfold, all metal, clamping; 25mm (-1mm)	404	18.00	7,272.00
	Boxes	Clip backfold, all metal, clamping; 32mm (-1mm)	315	28.00	8,820.00
	Pcs	Correction tape, film base type, UL 6m min	500	18.00	9,000.00
	Set	Marker, Fluorescent, 3 assorted colors per set	70	38.00	2,660.00
	Pcs	Marker, Whiteboard, black, felt tip, bullet type	642	25.00	16,050.00
	Pcs	Marker, Whiteboard, blue, felt tip bullet type	471	25.00	11,775.00
	Pcs	Marker, Whiteboard, red, felt tip bullet type	48	25.00	1,200.00
	Pcs	Marker, Permanent, bullet type, black	635	12.00	7,620.00
	Pcs	Marker, Permanent, bullet type, blue	406	12.00	4,872.00
	Boxes	Rubber band, 70mm min lay flat length (#18)	14	145.00	2,030.00
	Units	Paper Trimmer/Cutting Machine, max paper size: B4	3	890.00	2,670.00
	Pcs	Clearbook, 20 transparent pockets, for legal size	9	35.00	315.00
	Pcs	Ballpoint pen, fine point, black	1,403	3.50	4,910.50
	Pcs	Ballpoint pen, fine point, blue	768	3.50	2,688.00
	Pcs	Ballpoint pen, fine point, red	42	3.50	147.00
	Packs	Photo Paper (legal) 20's/pack	18	75.00	1,350.00
	Pads	Sign here Sticker	425	32.00	13,600.00
	PURPOSE: For the purchase of Office supplies for the use of FO2 for the 1st Quarter of CY 2023				
	Requesting Unit:	PS			
	PR No.:	2023-03-0370			
	RFQ No.:	23-03-0186			
	Abstract No.:	23-03-0163			
			TOTAL		331,576.5

(Total Amount in Words) Three Hundred Thirty-One Thousand Five Hundred Seventy-Six and 50/100 Only

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 on the undelivered item/s.

Conforme:

Very truly yours,

LUCIA SUYU-ALAN, RSW
Regional Director

Signature over Printed Name of Supplier

DATE

Fund Cluster :
Funds Available :

ORS/BURS No. : 2023-03-001829
Date of the ORS/BURS: 3/24
Amount : ₱ 331,576.50

DSWD-BUDGET ALL AWARDS COMMITTEE
RECEIVED
MAR 29 2023
DATE
TIME: 9:23 am
BY
TUGUEGARAO