PURCHASE ORDER

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 :	**SHANDAU ENTERPRISES**	**P.O. No. :**	**2023-03-0199**
Address :	**Hillside, Baguio City**	**Date :**	**3/23/23**
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
	Bottles	Alcohol, ethyl, 68%-72%, scented, 500ml (-5ml)	266	75.00	19,950.00
	Bottles	Alcohol, isopropyl, 68%-72%, scented, 500ml (-5ml)	279	75.00	20,925.00
	Pcs	Looseleaf Cover, made of chipboard, for legal	1,580	30.00	47,400.00
	Pads	Paper pad, ruled, size: 216mmx 330mm (?2mm)	19	25.00	475.00
	Packs	Toilet Tissue Paper, 2 ply, 100% recycled	491	80.00	39,280.00
	Packs	Tissue, interfolded paper towel	106	45.00	4,770.00
	Units	Electric fan, Stand type, plastic blade	2	800.00	1,600.00
	Pcs	Data File Box, made of Chipboard, with closed ends	133	110.00	14,630.00
	Boxes	Envelope, mailing, white, 70gsm	61	250.00	15,250.00
	Boxes	Envelope, mailing, white, with window	6	250.00	1,500.00
	Bundle	Folder Fancy, for A4 size documents	17	400.00	6,800.00
	Pcs	Pencil Sharpener, manual, single cutter head	10	250.00	2,500.00
	Pcs	Staple Remover, Plier type	50	45.00	2,250.00
	Units	Calculator, compact, 12 digits	23	180.00	4,140.00
	Pcs	Sign Pen, Black, liquid/gel ink, 0.5mm needle tip	2,321	20.00	46,420.00
	Pcs	Sign Pen, Blue, liquid/gel ink, 0.5mm needle tip	1,397	20.00	27,940.00
	Pcs	Sign Pen, Red, liquid/gel ink, 0.5mm needle tip	153	20.00	3,060.00
	Pcs	Double Adhesive Tape 1"	154	20.00	3,080.00
	Boxes	Map pin, round head, 100 pcs per case	9	20.00	180.00
	Pcs	Storage Box, Transparent, 120L	59	400.00	23,600.00
		original documents attached to P.O. # 2023-03-0197 dated 03/23/2023			-
	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		**285,750.00**

(Total Amount in Words) **Two Hundred Eighty-Five Thousand Seven Hundred Fifty Pesos Only**

BIDS AND AWARDS COMMITTEE RECEIVED MAR 29 2023 DATE: TIME: 9:25 BY:

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,

Signature over Printed Name of Supplier

DATE

LUCIA SUYU-ALAN, RSW
Regional Director

Fund Cluster : _____

Funds Available : _____

ORS/BURS No. : 2023-03-00184

Date of the ORS/BURS: 3/29

Amount : ₱285,750