

**DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V**  
Magnolia Street, PBN- Buraguis, Legazpi City, Albay

**PURCHASE ORDER**

974

Supplier:	<b>LEGAZPI JEBSON TRADING</b>	PO. No.	NF 2012-0486
Address:	Magallanes St. Legazpi City	Date	December 18, 2020
Gentlemen:		Mode of Procurement:	SHOPPING


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

Place of Delivery:	DSWD FO V, Buraguis Legazpi City	Payment Term:	Charge
Date of Delivery:	five (5) working days upon receipt of Purchase Order	Delivery Term:	

Item No.	Unit	Description	Quantity	Unit Cost	Amount
PURCHASE OF SUPPLIES OF PSD-CBS STAFF					
1	btl	alcohol, 70% , ethyl, 500ml	18	98.00	1,764.00
3	set	file tab divider A4, five (5) color per set	24	45.00	1,080.00
14	piece	sign pen black, my gel	24	19.80	475.20
24	piece	waste basket, non rigid plastic	8	175.00	1,400.00
25	piece	cutter knife , heavy duty	8	65.00	520.00
29	piece	stapler binder type, heavy duty for high volume stapling, 25-135 sheets of gsm bond paper stapling capacity, min. 100 staples, with adjustable paper guide, diamant #0399	1	1,050.00	1,050.00



Total Amount in Words:	SIX THOUSAND TWO HUNDRED EIGHTY NINE PESOS AND TWENTY CENTAVOS***	<b>6,289.20</b>
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NF 2011-0457	23 11 2020	
Conforme:		Very truly yours, <b>ARNEL B. GARCIA, CESO II</b> Regional Director
 <b>LEGAZPI JEBSON TRADING</b> Signature over Printed Name of Supplier 11/27/20 Date		

Funds Available:	ORS No.:
<b>LLOYD DRAZEN B. BAS</b> Accountant III	20-12-0701 6,289.20