

DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Magnolia Street, PBN- Buraguis, Legazpi City, Albay

PURCHASE ORDER

799

Supplier:	GOLDEN CIRCLE ENTERPRISES	PO. No.	NF 2105-0185
Address:	110 Peñaranda St., Legazpi City	Date	May 05, 2021
		Mode of Procurement:	SHOPPING

Gentlemen:
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		Quantity	Unit Cost	Amount
PURCHASE OF OFFICE SUPPLIES FOR RRCY					
1	reams	Colored Paper, short	4	165.00	660.00
3	piece	Notebook, without spring, 80 leaves	120	12.00	1,440.00
4	piece	Notebook, with spring, 80 leaves	240	12.00	2,880.00
5	pad	Pad Paper, yellow	24	19.75	474.00
6	piece	Folder, Hard Plastic, Expanded (for case folder) at least for 3cm thick file of docs	60	18.75	1,125.00
7	piece	Envelope, Expanding, Kraftboard, for legal size documents	100	7.50	750.00
9	roll	Tape, Masking, width: 24mm (±1mm)	24	25.00	600.00
11	roll	Tape, transparent, width : 24mm (±1mm)	48	9.50	456.00
15	piece	Marker, permanent, bullet, fine blue	72	18.00	1,296.00
14	piece	Marker, permanent, bullet, fine black	60	18.00	1,080.00
17	piece	Pencil, lead No. 2	120	3.50	420.00
18	box	Crayon, 16's/box	25	12.00	300.00
20	box	Fastener, 100's box, Plastic	12	27.50	330.00
23	piece	Chipboard #40	10	19.75	197.50
24	box	Staple Wire, Standard, (26/6)	6	24.00	144.00

COA - DSWD FOV
RECEIVED
 MAY 25 2021
 BY: *[Signature]* TIME: *1:00 P.O.*

Note: Confirmed not available by DBM as per March 26, 2021 transmittal

Total Amount in Words:	TWELVE THOUSAND ONE HUNDRED FIFTY TWO PESOS AND FIFTY CENTAVOS***	12,152.50
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NF 2103-0086 8 04 2021

LIQUIDATED DAMAGES: One-Tenth Of One Percent (0.001) of the cost of the unperformed portion of the contract for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the DSWD FOV may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Conforme:

[Signature]
GOLDEN CIRCLE ENTERPRISES
 Signature over Printed Name of Supplier

Date *5/14/21*

Very truly yours,
LEO L. QUINTILLA
 Regional Director

Funds Available:	LLOYD DRAZEN B. BAS Accountant III	ORS No.:	<i>21-05-02356</i>
		Amount:	<i>P 121,152.50</i>