

## DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT FIELD OFFICE V

Magnolia Street, PBN- Buraguis, Legazpi City, Albay

## PURCHASE ORDER

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

Gentlemen:

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

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

Item No.	Unit		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\*\*\*

6,289.20

NF 2011-0457

23 11 2020

Conforme:

Very truly yours,

**ARNEL B. GARCIA, CESO II**  
Regional Director

**LEGAZPI JEBSON TRADING**

Signature over Printed Name of Supplier

Date

Funds Available:

**LLOYD DRAZEN B. BAS**  
Accountant III

ORS No.:

20-12-07011

Amount:

6,289.20