

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

PURCHASE ORDER


Supplier:	FULL COLOURS PRINTING PRESS & PHOTOGRAPHY	PO. No.:	NF 2002-0027
Address:	Brgy. 40, Cruzada, Legazpi City	Date :	February 7, 2020
Gentlemen:		Mode of Procurement:	SVP


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

Place of Delivery: DSWD FOV 5	Payment Term: Charge
Date of Delivery:	Delivery Term: 7 working days

Item No.	Unit	Description	Quantity	Unit Cost	Amount
Labor and materials for the production and printing of DSWD Letterhead/Logo					
1	ream	A4 with Letterhead	2	900.00	1,800.00
2	ream	Long bondpaper with letterhead	2	700.00	1,400.00
<i>Note: 7 working days upon the approval of End-User</i>					

Total Amount in Words:	THREE THOUSAND TWO HUNDRED PESOS ONLY***	3,200.00
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Conforme: _____ FULL COLOURS PRINTING PRESS & PHOTOGRAPHY Signature over Printed Name of Supplier	Very truly yours,  ARNEL B. GARCIA, CESO II Regional Director
Date	

Funds Available:  LLOYD DRAZEN B. BAS Accountant III	ORS No.: <u>20-02-00495</u> Amount: <u>3,200</u> cusa
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