

PURCHASE ORDER
DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
Regional Office III, City of San Fernando, Pampanga

Supplier : MB PELAEZ SCHOOL AND OFFICE SUPPLIES	P.O. No. : 2022-09-513
Address :66 MALIGAYA ST. SINDALAN, CITY OF SAN FERNANDO, PAMPANGA	Date : September 22, 2022
TIN :	Mode of Procurement : BIDDING

Gentlemen/Ladies:

Please furnish this Office the following articles listed below in accordance with your quotation subject to the terms and conditions contained herein and on those listed in the RFQ Form:

Place of Delivery : DSWD FO III, Main Building, DMGC, CSFP	Delivery Term : October 13,2022
Date of Delivery : Based on Delivery Term	Payment Term : w/in 15-30 c.days

Stock/ Property No.	Unit	Description	Brand	Quantity	Unit Cost	Amount
LOT A - OFFICE SUPPLIES						
1	piece	CERTIFICATE HOLDER, A4 SIZE, Royal Blue	ADVENTURER	230	45.00	10,350.00
2	ream	COLORED PAPER, PREMIUM, Letter size, Assorted Colors, 80gsm, 250 sheets/ream	AVIA	6	190.00	1,140.00
3	book	COLUMNAR NOTEBOOK, 12 columns, 50 leaves, 216 x 280 mm	VECO	20	48.00	960.00
4	box	ENVELOPE, EXPANDING, KRAFTBOARD, for legal size docs, 100 pcs./box	PHOENIX	1	1,400.00	1,400.00
5	piece	FOLDER, PRESSBOARD, GREEN, Legal	PX	290	17.00	4,930.00
6	piece	FOLDER, PRESSBOARD, ORANGE, Legal	PX	150	17.00	2,550.00
7	piece	FOLDER, PRESSBOARD, YELLOW, Legal	PX	160	17.00	2,720.00
8	piece	FOLDER, PRESSBOARD, BLUE, Legal	PX	110	17.00	1,870.00
9	piece	FOLDER, PRESSBOARD, RED, Legal	PX	10	17.00	170.00
10	pack	FOLDER, TAGBOARD, WHITE, Legal size, 100pcs/packs	GENERIC	345	550.00	189,750.00
11	pack	INDEX CARD, 3" x 5", ruled both sides, white, 100cards/pack	VECO	50	35.00	1,750.00
12	box	INDEX TAB, White, 5 sets per box	SPEEDO	5	100.00	500.00
13	roll	MANILA PAPER, 36" x 48", pale yellow, 48pcs/roll	GENERIC	16	192.00	3,072.00
14	piece	NOTEBOOK, spiral, 80 leaves, Asstd. Colors, 148mm x 200mm	ADVANCE	280	20.00	5,600.00
15	piece	NOTEBOOK, STENOGRAPHER, 60 Leaves, 6"x9"	SMART	90	19.00	1,710.00
16	pack	NOTEPAD, STICK-ON, Yellow, size: (3"x3") 100 sheets/pack	HBW	157	27.00	4,239.00
17	pad	PAD PAPER, INTERMEDIATE, WHOLE, 200 x 250mm, 80 leaves	ADVANCE	180	25.00	4,500.00
18	pad	PAD PAPER, For Grade 1, 80 leaves	ADVANCE	20	15.00	300.00
19	pad	PAD PAPER, For Grade 2, 80 leaves	BASIC	20	15.00	300.00
20	pad	PAD PAPER, For Grade 3, 80 leaves	BASIC	20	15.00	300.00
21	pad	PAD PAPER, For Grade 4, 80 leaves	BASIC	20	15.00	300.00
22	pad	PAD PAPER, LENGTHWISE, 80 leaves	MICA	20	18.00	360.00
23	pad	PAD PAPER, CROSSWISE, 80 leaves	MICA	20	18.00	360.00
24	pad	PAD PAPER, 1/4 size Quiz Pad, 100mm x 125mm, 80 leaves	MICA	20	10.00	200.00
25	pack	PHOTO PAPER, A4 size, Glossy, 180gsm, 10 sheets/pack	JOJO	44	55.00	2,420.00
26	pack	PHOTO PAPER, A4 size, Matte, 180gsm, 10 sheets/pack	EXCEL	102	55.00	5,610.00
27	pack	SPECIALTY BOARD, A4 size, 200gsm, White, 100 sheets/pack	WORX	16	400.00	6,400.00
28	pack	SPECIALTY PAPER, LEGAL, 90gsm, White, 10 sheets/pack	WORX	315	30.00	9,450.00
29	pack	SPECIALTY PAPER, LEGAL, 200gsm, White, 10 sheets/pack	WORX	131	40.00	5,240.00
30	pack	STICKER PAPER, A4 size, Glossy, 10 sheets/pack	JOY	150	38.00	5,700.00

31	pack	STICKER PAPER 4 size, Matte, 10 sheets/pack	JOY	55	38.00	2,090.00
		<u>Purchase re:</u> PURCHASE OF 3RD QUARTER OFFICE/CONSUMABLE SUPPLIES FOR THE USE OF VARIOUS OFFICES/PROGRAMS CY 2022				

(Total Amount in Words) Two Hundred Seventy Six Thousand Two Hundred Forty One Pesos Only Grand Total 276,241.00

The DSWD Region III reserves the right to accept or reject any part of the items/services delivered which are not in accordance with the set specifications. 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.

Moreover by affixing my signature in herein Purchase Order, I hereby agree with all the terms and conditions set forth herewith; and I understand that DSWD Field Office III implements the "NO MODIFICATION and NO EXTENSION POLICY."

For coordination and payment purposes, I allow DSWD Field Office III to reach me in the following information:

Name of Authorized Representative: RITA G. PELAEZ
 Official Contact Number: 09303305180
 Official Email Address: rita.g.pelaez@yahoo.com

Conforme:

Rita G. Pelaez
 RITA G. PELAEZ
 Signature over Printed Name of Supplier
SEPT. 30, 2022
 Date

Very truly yours,

JONATHAN M. DIRAIN
 Signature of Authorized Official
 Regional Director
 Designation

Fund Cluster : 01
 Funds Available : 276,241
Caputi 9/20/2022
 ANGELICA T. LAFUENTE
 Signature of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : 22-09-8327
 Date of the ORS/BURS: 9/20
 Amount : 276,241

Joyce M. Capili