PURCHASE ORDER

DEPARTMENT OF SOCIAL WELFARE & DEVELOPMENT

Batasan Pambansa Complex, Constitution Hills, Quezon City

#840

Supplier	OTUS COPY SYSTEMS, INC.	PO No.	2018-08-0839
Address	10th Flr., MG Tower, #75 Shaw Blvd., Mandaluyong City	Date	August 6, 2018
Tel. No.	(02) 631-9454 / 632-9448 Fax #: (02) 535-8731	Mode of Procurement	NP - Small Value
PhilGEPS No.	2008-44046		
TIN:	245-110-268-000		

Gentlemen:

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

Place of Delivery:	DSWD-PS Warehouse, DSWD Central Office, IBP Road, Batasan Hills, Quezon City	Delivery Term:	within Seven (7) working days upon receipt of the P.O.
Date of Delivery		Payment Term:	Fifteen (15) to Thirty (30) days upon final inspection and acceptance

Stock / Property No.	Unit	Description	Quantity	Unit Amount	Amount
1	bottle	Waste Toner Bottle (R5), Fuji Xerox, DCV 3375 Serial No. 716723 xxxxxxxxxx-Nothing Follows-xxxxxxxxxx	1	1,622.00	1,622.00
		Charged to: **GASS (OUDM) Fund** PR No. **2018061685** AOQ No. **18-0866 NP-SV** 2nd Quarter Supplies			
(Total Amount in Words)		**One Thousand Six Hundred Twenty Two Pesos Only**		P	**1,622.00**

In case of failure to make full delivery within the time specified above, the amount of the liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

Conforme:

DARELLE BAYAN

(Signature over printed name)

9-12-18

Date

Very truly yours,

HOPE V. HERVILLA

Undersecretary

Agency Head/Authorized Representative

Fund Cluster: 10000-1-1

Funds Available: P1,622

JUBIE LEAH MAE S. COLES Acting

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No.: 02 10111-0000-108-102444

Date of the ORS/BURS:

Amount P1,622