



PURCHASE ORDER
DSWD MIMAROPA Region
 Entity Name

COMMISSION ON AUDIT
RECEIVED BY: *[Signature]*
DATE: 12 MAY 2022

Supplier : **LEON CULLENS TRADING** P.O. No. 2022-04-0234
 Address : **Sta. Cruz, Manila** Date : **April 19, 2022**
 TIN : Mode of Procurement : Shipping B

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

Place of Delivery : **DSWD F.O IV-MIMAROPA, 1680 F.T Benite St., Malate, Manila** Delivery Term : **FOB Destination**
 Date of Delivery : **(15) Fifteen days after receipt of approved P.O.** Payment Term : **15-30 days upon final inspection**

Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Piece	Cutter Knife, Pen-Type with 5 Extra Blades with auto lock	4	55.00	220.00
2	Piece	Data Folder , A4 size, Color Blue	7	220.00	1,540.00
3	Piece	Data Folder, Legal size, Color Blue	7	106.25	743.75
4	Box	Envelope, Mailing, with DSWD Logo, Legal, 500 pcs/box	2	243.75	487.50
5	Roll	Industrial Cling Wrap	8	300.00	2,400.00
6	Cart	Ink, HP 678, Black	29	687.50	19,937.50
7	Cart	Ink, HP 678, Tri-Color	23	687.50	15,812.50
8	Bundl e	Loose Leaf Cover, made of chipboard, for Legal size documents	8	1,600.00	12,800.00
9	Piece	Numbering Machine, Metal rubber, Plastic, Design: 12 – digit, Automatic Numbering Machine	1	1,062.50	1,062.50
10	Book	Official Record Book, 500 pages, size: 8.5" x 11"	2	200.00	400.00
11	Pack	Please Sign Here Sticker Labelers, 100 flags labelers / pack	157	56.25	8,831.25
12	Pair	Scissors, Heavy Duty Stainless Steel scissors, Strong Grip, 1 piece in individual plastic	8	81.25	650.00
13	Piece	Sign Pen, Black, 0.5mm needle point, 9.9mm diameter	79	81.25	6,418.75
14	Piece	Sign Pen, Blue, 0.5mm needle point, 9.9mm diameter	21	81.25	1,706.25
15	Pad	Stamp Pad, Felt Pad	5	34.00	170.00
16	Box	Staple Wire, Standard #35	10	33.75	337.50
17	Piece	Stapler, Heavy Duty, Standard load cap min: 200 staple	5	462.25	2,311.25
18	Piece	Storage Box, Flexi Box, 67 Liters, Transparent	5	550.00	2,750.00
19	Roll	Tape, Fragile Printed Tape, 48mm, 50 meters	12	95.00	1,140.00
20	Roll	Tape Packaging, 48mm, 50 meters	32	56.00	1,792.00
21	Roll	Tape, Transparent, 24mm	20	25.00	500.00
22	Piece	Correction Tape, Individual Plastic, 8mm to 10mm in size	44	27.50	1,210.00
23	Box	Fastener, Plastic, 70mm between prongs, 50 sets per box	16	27.50	440.00
24	Piece	Folder, Pressboard, Legal size	100	16.25	1,625.00
25	Piece	Folder, with Tab, Legal, White	200	4.37	874.00
				Sub Total	86,159.75

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 PR No. 2021-03-0215
 Purpose: for use in the day-to-day operations in the office
 Prepared by: Adriaan M. Bernulla

(Total Amount in Words) **ONE HUNDRED TWENTY THREE THOUSAND TWO HUNDRED NINETY NINE 75/100 PESOS ONLY** **123,299.75**

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.

Conforme: _____ Very truly yours,
 Signature over Printed Name of Supplier **FERNANDO R. DE VILLA, JR., CESO III**
 Signature over Printed Name of Authorized Official
Regional Director
JOEL S. NIJARES
 Officer-in-Charge
 Special Order No. 1321
 Date _____

Fund Cluster : **01-101** ORS/BURS No. : 2022-04-1382
 Funds Available : **123,299.75** Date of the ORS/BURS: 4/28
 Amount : **123,299.75**
 Signature over Printed Name of Administrative Officer IV - OIC Accounting Section Head
DANILYN T. GALAN



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : LEON CULLENS TRADING	P.O. No. : 2022-04-0234
Address : Sta. Cruz, Manila	Date : April 19, 2022
TIN :	Mode of Procurement : <u>Shopping B</u>

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

Place of Delivery : DSWD F.O IV-MIMAROPA, 1680 F.T Benite St., Malate, Manila	Delivery Term : <u>FOB Destination</u>
Date of Delivery : <u>(15) Fifteen days after receipt of approved P.O</u>	Payment Term : <u>15-30 days upon final inspection</u>

Property No.	Unit	Description	Quantity	Unit Cost	Amount
26	Bottle	Ink Cart, EPSON 005	36	375.00	13,500.00
27	Piece	Marker, Permanent Black, Bullet Type, refillable	12	35.00	420.00
28	Pad	Note Pad, Stick-on, 3x3, 100 sheets per pad	15	25.00	375.00
29	Box	Paper Clip, 50mm 100 pieces per box or 120 grams min. net	3	25.00	75.00
30	Ream	Paper, Multi-Copy, A4 size, 80gsm	50	185.00	9,250.00
31	Ream	Paper, Multi-Copy, Legal size, 80gsm	60	195.00	11,700.00
32	Roll	Tape, Masking, 24mm	20	47.50	950.00
33	Roll	Tape, Packaging, 48mm	12	47.50	570.00
34	Roll	Tape, Transparent, 48mm	24	12.50	300.00
*****NOTHING FOLLOWS*****					
Sub Total					37,140.00

Page 2 of 2
PR No. 2021-03-0215
Purpose: for use in the day-to-day operations in the office
Prepared by: Adriahn M. Bernulla

(Total Amount in Words)	ONE HUNDRED TWENTY THREE THOUSAND TWO HUNDRED NINETY NINE 75/100 PESOS ONLY	123,299.75
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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.

Conforme:	Very truly yours,
_____	FERNANDO R. DE VILLA, JR., CESO III
Signature over Printed Name of Supplier	Signature over Printed Name of Authorized Official
_____	Regional Director
Date	JOELS S. MIJARES Officer-in-Charge Special Order No. <u>2022-04-1283</u> <u>4/28</u>

Fund Cluster : <u>01-101</u> Funds Available : <u>123,299.75</u> DANILYN T. GALAN Signature over Printed Name of Administrative Officer IV - OIC Accounting Section Head	ORS/BURS No. : <u>2022-04-1283</u> Date of the ORS/BURS: <u>4/28</u> Amount : 123,299.75
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