



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

RECEIVED BY [Signature]  
 DATE 14 AUG 2022

Supplier: Need Ink Sales and Services P.O. No.: 2022-07-0563  
 Address: GF 146 Pasig Blvd., Brgy., Pineda Pasig City Date: July 15, 2022  
 TIN: \_\_\_\_\_ Mode of Procurement: Direct Contracting

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

Place of Delivery: DSWD MIMAROPA SWAD OFFICES Delivery Term: Full Term  
 Date of Delivery: Seven (7) days upon receipt of approved Purchase Order (P.O.) Payment Term: 15-30 days upon final inspection

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Drum	Pantum DL-410 Drum Cartridge For use in Pantum M7200FDW MFP >>>>> NOTHING FOLLOWS <<<<<<	70	3,280.00	229,600.00
		Areas of delivery:			
		✓ Delivery Place: SWAD Oriental Mindoro (20 pieces of Pantum DL-410 Drum) Provincial Capitol Complex, Brgy, Camilmil, Calapan City, Oriental Mindoro, 5200 Contract Person: Sheila D. Sarabia Contact No. 0915-959-8195	20		
		✓ Delivery Place: SWAD Occidental Mindoro (10 pieces of Pantum DL-410 Drum) M.H. Del Pilar St., Brgy. 7 San Jose, Occidental Mindoro 5100 Contract Person: Severina G. Boongaling Contact No. 0908-290-1003	10		
		Delivery Place: SWAD Palawan (20 pieces of Pantum DL-410 Drum) 3rd Floor F.D. Building cor. Carandang St., Brgy.Manggahan, Puerto Princesa City, Palawan Contract Person: Eric P. Aborot Contact No. 0977-856-0040	20		
		✓ Delivery Place: SWAD Romblon (10 pieces of Pantum DL-410 Drum) Servanez Bldg., Brgy. Liwayway, Odiongan, Romblon, 5505 Contract Person: Abegail F. Fetilo Contact No. 0998-915-8120	10		
		✓ Delivery Place: SWAD Marinduque (10 pieces of Pantum DL-410 Drum) Capitol Compound, Brgy. Bangbangalon Boac, Mariduque Contract Person: Helen B. Alcoba Contact No. 0961-333-1372	10		
		Approved Budget for the Contract: Php229,600.00 PR No.: 2022-07-0687 Purpose: For the use of CIS PSP-AICS SWAD OFFICES Prepared by: Mark Anthony E. Diones			229,600.00

(Total Amount in Words) Two Hundred Twenty-Nine Thousand Six Hundred Pesos Only 229,600.00

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:  
  
**VICENTE BRILLANTE**  
 Signature over Printed Name of Supplier

Very truly yours,  
  
**LEONARDO C. REYNOSO, CESO III**  
 Signature over Printed Name of Authorized Official  
 Regional Director

Date Aug. 10, 2022

Fund Cluster: 1  
 Funds Available: 229,600.00  
  
**DANILYN T. GALAN**  
 Signature over Printed Name of AS IV/OIC - Head, Accounting Section

ORS/BURS No.: 2022-07-47870  
 Date of the ORS/BURS: 7/15  
 Amount: 229,600.00