

PURCHASE ORDER

Department of Social and Welfare and Development
Field Office Region XIII CARAGA

Supplier Name: RINOGRAFIX PRINTSHOP ENTERPRISE	Purchase Order No.: 23-05-0695
Address: South Montilla Blvd., Butuan City	Date: 2023-05-10
TIN: 903-900-466-000	Mode of Procurement: NP Small Value Procurement
PhilGEPS No.: _____	

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

Place of Delivery: DSWD Caraga Regional Office, Capitol Site, Butuan City	Delivery Term: After the receipt of final and approved lay-out or design
Date of Delivery: _____	Payment Term: Within 30 Working Days After the Inspection and Acceptance Report is received

#	Unit	Description	Quantity	Unit Cost	Total Cost
1	PC/S	Brochures (Size: A4; Style: Tri-Fold Brochure; Laminated Type; Glossy Type)	400.00	20.00	8,000.00
2	PC/S	Kit (Kit Folder; Spread size: 18x12 inches; Folded size: 9 inches x 12 inches; paper: C2S 300gsm; other works: Laminated cover with left and right pockets)	168.00	95.00	15,960.00

**COMMISSION ON AUDIT
DSWD FO XIII
OFFICE OF THE AUDITOR
RECEIVED**

DATE: 5/16/2023 TIME: _____
BY: _____

ACCOUNTING SECTION
RECEIVED 5/14/23
By: _____
SY: _____

"Advocacy: SLP ADVOCACY MATERIALS FOR CY 2023"

(Total Amount in Words)	TWENTY-THREE THOUSAND NINE HUNDRED SIXTY PESOS ONLY	TOTAL	23,960.00
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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.

Conforme: _____
Signature Over Printed Name of Supplier
5/15/23
Date

Very truly yours,
MARI-FLOR A. DOLLAGA-LIBANG
Signature Over Printed Name of Authorized Official
Regional Director

Fund Cluster: <u>W1</u>	DV No.: <u>23-05-9062</u> Date: _____
Fund Available: _____	ORS/BURS No.: <u>23-05-2246</u> Date: _____
GRETCHEN FERNANDEZ ESCALA Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit	Source of Funds: <u>101</u>
	UACS Code: <u>002990103</u>
	Responsibility Center: <u>00010-01-01-02-01</u>
	Amount: <u>₱ 23,960</u>

This agency adheres to "NO GIFT ALLOWED" policy pursuant to the provision of R.A 6713 known as the Code of Conduct and Ethical Standards for Public Official and Employees.
** To track your Voucher/Payment you my text in the following PO [SPACE] PURCHASE ORDER NUMBER and send to 09560847559 **