

PURCHASE ORDER

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

Supplier Name: MID-TOWN COMPUTER AND SERVICES	Purchase Order No.: 25-02-0181
Address: Lopez Jaena St., Butuan City	Date: 2025-02-21
TIN: 929-755-615-000	Mode of Procurement: Shopping
PhilGEPS No.: 165014	

0181-03-018

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: Within 35 Working Days After Receipt of Approved P.O.
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	BOTTLE/S	EPSON Ink (003 Black) - ORIGINAL	100.00	330.00	33,000.00
2	BOTTLE/S	EPSON Ink (003 Cyan) - ORIGINAL	40.00	330.00	13,200.00
3	BOTTLE/S	EPSON Ink (003 Magenta) - ORIGINAL	40.00	330.00	13,200.00
4	BOTTLE/S	EPSON Ink (003 Yellow) - ORIGINAL	40.00	330.00	13,200.00
5	BOTTLE/S	EPSON Ink (664 Black) - ORIGINAL	70.00	330.00	23,100.00
6	BOTTLE/S	EPSON Ink (664 Magenta) - ORIGINAL	30.00	330.00	9,900.00
7	BOTTLE/S	EPSON Ink (664 Cyan) - ORIGINAL	30.00	330.00	9,900.00
8	BOTTLE/S	EPSON Ink (644 Yellow) - ORIGINAL	30.00	330.00	9,900.00
9	PC/S	Toner Cartridge HP 215A, W2310A BLACKHP Color LaserJet Pro MFP M183FW Printer. (HP 215A, W2310A BLACK) - ORIGINAL	10.00	4,208.00	42,080.00
10	PC/S	Toner Cartridge HP 215A, W2311A CYANHP Color LaserJet Pro MFP M183FW Printer. (HP 215A, W2311A CYAN) - ORIGINAL	10.00	4,538.00	45,380.00
11	PC/S	Toner Cartridge HP 215A, W2312A YELLOWHP Color LaserJet Pro MFP M183FW Printer. (HP 215A, W2312A YELLOW) - ORIGINAL	10.00	4,538.00	45,380.00
12	PC/S	Toner Cartridge HP 215A, W2313A MAGENTAHP Color LaserJet Pro MFP M183FW Printer. (HP 215A, W2313A MAGENTA) - ORIGINAL	10.00	4,538.00	45,380.00
13	PC/S	Toner Cartridge LASER TONER CARTRIDGE (TN-2480) - ORIGINAL	10.00	4,208.00	42,080.00

Capitol Site, Butuan City
Tel. No. (0851) 3425618 local 110
Date: *3/3/2025*
Time: *2:40 PM*
By: *[Signature]*

COMMISSION ON AUDIT
REGIONAL OFFICE XIII
OFFICE OF THE AUDITOR
RECEIVED
Date: *3/5/2025*
Time: _____
By: *[Signature]*

"Office Supplies: 4PS OFFICE SUPPLIES FOR THE USE OF RPMO/POOs/CLUSTER OFFICERS/C/MOOS(MONTH OF FEBRUARY -MARCH 2025"

(Total Amount in Words) **THREE HUNDRED FORTY-FIVE THOUSAND SEVEN HUNDRED PESOS ONLY** **TOTAL 345,700.00**

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.

Conforme: *Christine Jelle Muñoz*
Signature Over Printed Name of Supplier
Date: *02/25/25*

Very truly yours,
For the Regional Director:
[Signature]
MARI-FLOR A. DOLLAGA- LIBANG
Signature Over Printed Name of Authorized Official
Regional Director
Designation

Fund Cluster: *101*
Fund Available: _____
GRETCHEN FERNANDEZ ESCALA
Signature Over Printed Name of Chief Accountant/Head of Accounting Division/Unit

DV No.: *25-02-1732* Date: _____
ORS/BURS No.: *25-02-1970* Date: _____
Source of Funds: *101*
UACS Code: *SD2070100*
Responsibility Center: *0014-01-01-02-001*
Amount: *345,700*

04 MAR 2025