



# PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION

3F Secretariat Bldg., PICC Complex, Pasay City

Telefax No. 8818-5330

Supplier : Philcopy Corporation  
 Address : 793 JP Rizal St., Makati City  
 Tel No. : 8899-8625

P.O. No. : 2020-01-09  
 Date : June 17, 2020  
 Mode of Procurement: : DC

Gentlemen:

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

Place of Delivery: SEC  
 Date of Delivery: \_\_\_\_\_

Delivery Term: : 15 CD  
 Payment term: : 30 CD

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	crg.	Supply and Delivery of 50 cartridges Genuine Kyocera Toner TK-3104 black  *****  As per attached supporting documents: a. Technical Specifications b. BAC Resolution on Award No. 2020-014 c. Signed Notice of Award	50	8,600.00	430,000.00

(Amount in Words) Four Hundred Thirty Thousand Pesos **P 430,000.00**

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of (1%) one percent of the total value of these ORDER for each day of delay shall be imposed.

Very truly yours,

Conforme: (This also serve as your Notice to Proceed)

MARIA JESUSITA P. SANTOS  
 (Signature over printed name)  
August 6, 2020  
 Date

Romuald C. Padilla  
 Romuald C. Padilla  
 O/C-Director, HRAD

Funds Cluster: \_\_\_\_\_  
 Funds Available: 654

ORS/BURS No.: 62-200462-2020-06-000374  
 Date of the ORS/BURS: June 24, 2020  
 Amount: P 430,000.00

Adelaida C. Navarro-Banaria  
 Director, FMD