



PURCHASE ORDER
SECURITIES AND EXCHANGE COMMISSION
 3F Secretariat Bldg., PICC Complex, Pasay City
 Telefax No. 8818-5330

Supplier : OTUS Copy Systems, Inc.	P.O. No. : 2020-01-20
Address : 10th Floor MG Tower, 75 Shaw Blvd., Mandaluyong City, Metro Manila	Date : September 02, 2020
Tel No. : 8631-9454/09569085088	Mode of Procurement: : SVP

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

Place of Delivery: SEC	Delivery Term: : 15 CD
Date of Delivery: _____	Payment term: : 30 CD

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	unit	Supply and Delivery of Fuji Xerox DCV-7080 Fuser Unit ***** As per attached supporting documents: a. BAC Resolution on Award No. 2020-035 b. Signed Notice of Award	4	21,040.00	84,160.00

(Amount in Words) **Eighty-Four Thousand One Hundred Sixty Pesos** **P 84,160.00**


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)*


 (Signature over printed name)

 9-18-2020
 Date



ROMUALD C. PADILLA
 OIC-Director, HRAD

Funds Cluster: _____
 Funds Available: _____

ORS/BURS No.: *06-706448-2020-09-001105*
 Date of the ORS/BURS: *September 7, 2020*
 Amount: _____ P 84,160.00



Adelaida C. Navarro-Banaria
 Director, FMD