



PURCHASE ORDER

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

Supplier : Otus Copy Systems, Inc.
Address : 10th floor, MG Tower Building,
#75 Shaw Blvd., Mandaluyong City
Tel No. : 8631-9454

P.O. No. : 2020-01-039
Date : November 25 2020
Mode of Procurement: SVP

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
	unit	Supply, Delivery and Installation of 4 units Colored Printer ***** As per attached supporting documents: a. BAC Resolution on Award No. 2020-060 b. Signed Notice of Award	4	139,972.00	559,888.00

(Amount in Words) Five Hundred Fifty-Nine Thousand Eight Hundred Eighty-Eight Pesos **P 559,888.00**

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]
ERIDIN O. MARIANES
(Signature over printed name)
12.22.2020
Date

[Signature]
MARYLOU I. DUKA-CASTILLO
OIC-Director, HRAD

Funds Cluster: _____
Funds Available: _____

ORS/BURS No.: 06-1000/42-2020-12-10/771
Date of the ORS/BURS: December 31, 2020
Amount: P 559,888.00

[Signature]
Adelaida C. Navarro-Banaria
Director, FMD

