



Securities and Exchange Commission
PHILIPPINES

PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION
3F Secretariat Bldg., PICC Complex, Pasay City
Telefax No. 818-5330

Supplier : **Quartz Business Product Corporation**
Address : 15th/F Capital House, 9th Ave., cor. 34th St., BGC, Taguig City
Tel No. : 8424-1288 loc130

P.O. No. : **2020-01-031**
Date : **November 4, 2020**
Mode of Procurement : **Public Bidding**

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
		Supply and Delivery of Equipment for Information Officers at SEC Extension Offices.			
	units	1. Colored Printer Machines, HP Color Laserjet Pro MFP M479fdw	9	58,800.00	529,200.00
	sets	2. Toners Cartridges: w2040xc (black) w2041xc (cyan), w2042xc (yellow), w2043xc (magenta)	27	32,941.00	889,407.00
	units	3. Digital Cameras, Canon EOS M200 *****	9	38,000.00	342,000.00
<p>As per attached supporting documents: a. BAC Resolution on Award No. 2020-064 b. Signed Notice of Award No. 2020-064 c. Performance Security. Bank Guarantee issued by Metrobank in the amount of Php 88,030.35</p>					

(Amount in Words) **One Million Seven Hundred Sixty Thousand Six Hundred Seven Pesos** **P 1,760,607.00**

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)*

Marylou I. Duka-Castillo
MARYLOU I. DUKA-CASTILLO
Director, HRAD

Jervin F. Puso
Jervin F. Puso
Account Manager

(Signature over printed name)
12/9/2020
Date

Funds Cluster: _____
Funds Available: _____

ORS/BURS No.: 02-206442-2020-11-001561 & 02-206442-2020-11-001562
Date of the ORS/BURS: **November 18, 2020**
Amount: **P 1,760,607.00**

Adelaida C. Navarro-Banaria
Adelaida C. Navarro-Banaria
Director, FMD

