



# PURCHASE ORDER

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

Supplier : <b>PHILCOPY CORPORATION</b>	P.O. No. : <b>2021-01-04</b>
Address : <b>793 JP Rizal St., Makati City</b>	Date : <b>March __, 2021</b>
Tel No. : <b>8899-8625</b>	Mode of Procurement: : <b>Direct Contracting</b>

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

Place of Delivery: <b>SEC</b>	Delivery Term: : <b>15 CD</b>
Date of Delivery: _____	Payment term: : <b>30 CD</b>

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	cart.	Suppy and Delivery of 10 Cartridges of Genuine Kyocera Toners:			
		TK-899K Black	2	5,150.00	10,300.00
		TK-899C Cyan	3	8,550.00	25,650.00
		TK-899M Magenta	2	8,550.00	17,100.00
		TK-899Y Yellow	3	8,550.00	25,650.00
		*****			<b>78,700.00</b>
		As per attached supporting documents: a. Purchase Request b. BAC Resolution No. 2021-008 c. Signed Notice of Award			

(Amount in Words) **Seventy Eight Thousand Seven Hundred Pesos** **P 78,700.00**

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*  
 MARIA JESUSITA P. SANTOS  
 (Signature over printed name)  
*March 5, 2021*  
 Date

*Romuald C. Padilla*  
 ROMUALD C. PADILLA  
 OIC-Director, HRAD

Funds Cluster: _____	ORS/BURS No.: <b>02-206442-2021-03-000331</b>
Funds Available: _____	Date of the ORS/BURS: <b>March 2, 2021</b>
	Amount: <b>P 78,700.00</b>
<i>Adelaida C. Navarro-Banaria</i> Adelaida C. Navarro-Banaria Director, FMD	

