



### PURCHASE ORDER

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

Supplier : **QUARTZ BUSINESS PRODUCTS CORPORATION**  
Address : 15th Flr Capital House, 9th Ave. cor 34th St. Bonifacio  
Global City Taguig City  
Tel No. : 8424-1288 loc. 130

P.O. No. : **2021-01-036**  
Date : **December 9, 2021**  
Mode of Procurement: **SVP**

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

Place of Delivery: **SEC Main Office / Extension Offices**  
Date of Delivery: \_\_\_\_\_

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

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	Crtg.	Supply and Delivery of Genuine HP CE310A Black Toner	24	2,647.00	63,528.00
As per attached supporting documents: a. Purchase Request b. BAC Resolution No. 2021-061 c. Signed Notice of Award					

(Amount in Words) **Sixty Three Thousand Five Hundred Twenty Eight Pesos** **P 63,528.00**

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.

Conforme: **Jerwin F. Puso**  
*(This also serves as your Notice to Proceed)*  
\_\_\_\_\_  
(Signature over printed name)  
**12/17/21**  
Date

Very truly yours,  
**RICKY M. ABUNDO**  
OIC, HRAD

Funds Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_  
**Dondie O. Esguerra**  
Officer-in-Charge, FMD

BURS No.: **02 206442-2021-12-002155**  
Date of the BURS: **DEC. 15, 2021**  
Amount: **P 63,528.00**

SECURITIES AND EXCHANGE COMMISSION  
FINANCIAL MANAGEMENT DEPT.  
BUDGET & FISCAL CONTROL DIV.  
**DEC 09 2021**  
RECEIVED  
By: \_\_\_\_\_  
Date: \_\_\_\_\_