



**Securities and
Exchange
Commission**
PHILIPPINES

PURCHASE ORDER

SEC Headquarters (Formerly UCPB Bldg.),
7 Makati Avenue, Salcedo Village, Brgy. Bel Air, Makati City
Telefax No. 8818-5330

QUARTZ BUSINESS PRODUCTS CORPORATION		P.O. No.	2022-01-031
Address/Telephone No.	15th Capital House, 9th Ave. Cor. 34th Street Bonifacio Global City, Fort Bonifacio, Taguig City	Date	August 16, 2022
Tel. No.:		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 HQ, Makati Avenue, Salcedo Villages, Makati City	Delivery Term:	60 CD
Date of Delivery:	within 60 days from receipt of this Purchase Order	Payment term:	60 CD

Stock No./Property No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
		Supply and Delivery of Genuine HP Toners for SEC Headquarters and Extension Offices			
		Item No. 1 for HP LJ Managed E50145 dn Printer W9008MC Black	117	10,582.00	1,238,094.00
		Item No. 2 For HP LJ ENT M554dn Printer W2120A Black	81	12,879.00	1,043,199.00
		Item No. 3 For HP LJ ENT M554dn Printer W2121A Cyan	81	16,084.00	1,302,804.00
		Item No. 4 For HP LJ ENT M554dn Printer W2122A Yellow	81	16,084.00	1,302,804.00
		Item No. 4 For HP LJ ENT M554dn Printer W2123A Magenta	81	16,084.00	1,302,804.00
As per attached supporting documents: a. BAC Resolution of Award No. 2022-094 b. Signed Notice of Award dated August 16, 2022 Forming part of this PO are the Schedule of Requirements, Technical Specifications, General and Special Conditions of Contract, Supplemental Bulletin, if any, the bid, performance security posted, and Notice of Award issued					

(Total Amount in Words **Six Million One Hundred Eighty Nine Thousand Seven Hundred Five Pesos** P **6,189,705.00**)

In case failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of (1%) one percent for every day of delay shall be imposed on the undelivered item/s.

Very truly yours,

Conforme: *(This also serve as your Notice to Proceed)*

Filbert Catalino F. Flores III
Director, HRAD

(Authorized Official)

Reinard A. Fortuna
(Signature over printed name)

Date
August 22, 2022

Funds Cluster: _____
Funds Available: _____

ORS/BURS No. : **02-206442-2022-08-001947**

Date of the ORS/BURS: **AUG-18, 2022**

Amount: **₱6,189,705.00**

Donde O. Esguerra

Director, Financial Management Department