



PURCHASE ORDER

The SEC Headquarters, 7907 Makati Ave, Salcedo Village
Bel -Air, 1209 Makati City



Supplier : Integrated Computer Systems, Inc.	P.O. No. : 2024-1-14
Address/Tel No. : 3/F Limketkai Bldg., Ortigas Ave., Greenhills, San Juan	Date : February 16, 2024
Tel. No.: 8689-5000	Mode of Procurement: NP-SVP

Gentlemen:

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

Place of Delivery: The SEC Headquarters, Makati City	Delivery Term: : 30 CD
Date of Delivery: _____	Payment term: : 30 CD

Stock No./ Property No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	lot	Supply and Delivery of Genuine Toners for HP Printer Model Nos. M404DN and M554 xxxxxxxxxxxxxxxxxxxxxxxxxxxx As per attached supporting documents: 1 BAC Resolution of Award No. 2024-024 2 Signed Notice of Award dated February 16, 2024 Forming part of this PO are the compliance with the Technical Specifications, Terms and Conditions, the bid and Notice of Award issued.	1	569,600.00	569,600.00

(Total Amount in Words) **Five Hundred Sixty-Nine Thousand Six Hundred Pesos** **P 569,600.00**

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)*

JOYCE ANDREA GUANZON
(Signature over printed name)

_____ Date

VHINCENT G. CANARES
(Authorized Official)

Funds Cluster: <u>OSA</u>	ORS/BURS No. : <u>02-2024042-2024-02-000494</u>
Funds Available: <u>569,600.00</u>	Date of the ORS/BURS: <u>February 20, 2024</u>
	Amount: <u>₱569,600.00</u>

DONDIE Q. ESGUERRA
Director, Financial Management Department