



**PURCHASE ORDER**  
**CITY GOVERNMENT OF PASIG**

Agency Name

Supplier : <u>PHILCOPY CORPORATION</u>	P.O. No. : <u>22-12-2195</u>
Address : <u>U-2406 24/F, Medical Plaza Ortigas Bldg. San Miguel, Avenue, San Antonio, Pasig City</u>	Date : <u>01 December 2022</u>
	Mode of Procurement: <u>DIRECT CONTRACTING</u>

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

Place of Delivery : <u>Central Supply Office</u>	Delivery Term : <u>30 Calendar Days but not to exceed 31 Decem</u>
Date of Delivery : _____	Payment Term : <u>within 45 days upon completion of delivery</u>

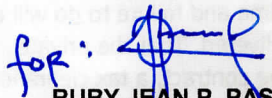
ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	SET	1	KYOCERA MAINTENANCE KIT MK-4105 Maintenance Kit Compatible for Kyocera Taskalfa 1800 Existing Brand: KYOCERA Multi Function Laser Copier Taskalfa 1800 ***** Nothing Follows *****	18,480.00	18,480.00
For Repair / Replacement of Spare Parts of Office Copier Machine for the use of Pasig City Disaster Risk Reduction and Management Office					

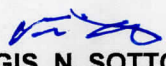
Control No. <b>4101</b>	GRAND TOTAL :	Php 18,480.00
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**Total Amount in Words** Eighteen Thousand Four Hundred Eighty Pesos Only.

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

Conforme : for:   
RUBY JEAN P. PASTOR  
 (Signature over printed name of Supplier)  
12 / 21 / 22  
 Date

  
**VICTOR MA. REGIS N. SOTTO**  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. :  <b>BRYANT MERYLL RUIZ Q. WONG</b> (Authorized Official)	Funds Available :  <b>JUVY A. CUENCO</b> Chief Accountant	Amount : <u>18,480.-</u> OBR No. : <u>100-2020-11-</u> <u>0105-1011</u>
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