



# PURCHASE ORDER CITY GOVERNMENT OF PASIG

Agency Name

Supplier: PHILCOPY CORPORATION

P.O. No. : 23-02-0018

Address: U-2406 24/F, Medical Plaza Ortigas Bldg. San Miguel Ave., San Antonio, Pasig City

Date : 02/13/2023

Mode of Procurement: DIRECT CONTRACTING

Gentlemen:

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

Place of Delivery : Central Supply Office

Delivery Term : 30 Calendar Days

Date of Delivery : \_\_\_\_\_

Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	assembly	1	Kyocera DK-7125	38,267.00	38,267.00
2	pcs	1	Kyocera FK-7125	25,743.00	25,743.00
3	pcs	1	Kyocera-Mita Pulley Separation	4,034.00	4,034.00
4	pcs	1	Kyocera Parts Paper Feed Roller Assy SP	4,870.00	4,870.00
5	pcs	2	KYOCERA PARTS PULLEY SET SP ***** Nothing Follows *****	1,965.00	3,930.00

For the repair and maintenance of one (1) unit Kyocera Multi-function Laser Copier Task Alfa 3212i used by OGS-Administrative Division for the use of General Services Office

Control No. **4228**


**GRAND TOTAL : Php 76,844.00**


**Total Amount in Words** *Seventy-six Thousand Eight Hundred Forty-four 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 :

  
**RUBY JEAN PASTOR**  
 (Signature over printed name of Supplier)  
3/1/23  
 Date

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

Requisitioning Office/Dept. :

  
**RUTH F. ROMANO**  
(Authorized Official)

Funds Available :

  
**JUVY A. CUENCO**  
Chief Accountant

Amount : P 76,844.-  
100-2023-01-  
OBR No. : 0001-1061