



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : PHILCOPY CORPORATION
 Address : 793 J.P Rizal Street, Poblacion, Makati City

P.O. No. : 23-03-0064
 Date : 06 MAR 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 : Staggered delivery every quarter for One Year
 Date of Delivery : _____ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	CARTRIDGE/	50	COPIER TONER, KYOCERA MITA TK - 1175	8,410.00	420,500.00
2	CARTRIDGE/	50	COPIER TONER, KYOCERA MITA TK - 4109	9,050.00	452,500.00

Control No. **4280** SUBTOTAL : **Php 873,000.00**

Total Amount in Words *Eight Hundred Seventy-three Thousand 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 :

ROLANDOP B. CRUZ
(Signature over printed name of Supplier)
March 17, 2023
Date

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

Requisitioning Office/Dept. : <div style="text-align: center;"> RUTH F. ROMANO <small>(Authorized Official)</small> </div>	Funds Available : <div style="text-align: center;"> JUVY A. CUENCO <small>Chief Accountant</small> </div>	Amount : _____ OBR No. : _____
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3	CARTRIDGE/	60	COPIER TONER, KYOCERA MITA TK - 6329	17,055.00	1,023,300.00
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Please see attached Exclusive distributorship of Philcopy Corporation.
***** Nothing Follows *****

Procurement of Kyocera Photocopying Machine toners for the use of various Departments/Offices for CY 2023 for the use of General Services Office

Control No. **4280** GRAND TOTAL : **Php 1,896,300.00**

Total Amount in Words *One Million Eight Hundred Ninety-six Thousand Three Hundred 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 :

ROLANDOP B. CRUZ
(Signature over printed name of Supplier)
March 17, 2023
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VICTOR MA. REGIS N. SOTTO
(Authorized Official)
City Mayor

Requisitioning Office/Dept. : RUTH F. ROMANO <i>(Authorized Official)</i>	Funds Available : JUVY A. CUENCO Chief Accountant	Amount <u>₱ 1,896,300.-</u> OBR No. : <u>100-2023-00-</u> <u>0024-104</u>
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