



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : ALELEN ENTERPRISE
 Address : 21-C Matiyaga Central, Quezon City

P.O. No. : 23-05-0179
 Date : 05/04/2023
 Mode of Procurement: SMALL VALUE PROCUREMENT

Gentlemen:

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

Place of Delivery : Central Supply Office
 Date of Delivery : -

Delivery Term : 30 Calendar Days
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	TONER	3	Toner, Photocopier, PHILCOPY-KYOCERA Kyocera TK-7220	19,926.00	59,778.00
2	TONER	3	Toner, PHILCOPY-KYOCERA Photocopier, TK - 6329 ***** <i>Nothing Follows</i> *****	19,731.59	59,194.77

Toner for the use of City Budget Office for the use of City Budget Office

Control No. **4378**

GRAND TOTAL :

Php 118,972.77

Total Amount in Words One Hundred Eighteen Thousand Nine Hundred Seventy-two Pesos And 77/100 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 :

PAULO MONICO ANGELO G. AQUINO

(Signature over printed name of Supplier)

May 12, 2023
Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

MARTINELLI A. SANTIAGO
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : 118,972.77
 OBR No. : 100-2023-00-
0008-1671