



# PURCHASE ORDER CITY GOVERNMENT OF PASIG

Agency Name

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

P.O. No. : 23-08-0481  
Date : 08/07/2023  
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 : 15 Calendar Days  
Date of Delivery : \_\_\_\_\_ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	1	Xerox Machine For Repair Replacement of spare part/s KYOCERA FK-1150 1 ASSEMBLY For Replacement of KYOCERA MULTIFUNCTION LASER COPIER ECOSYS.  Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/Technical Specification and Bid Bulletin/s if any.  ***** Nothing Follows *****	10,000.00	10,000.00

Using for TPMO Office and printing Documents for the use of Traffic and Parking Management Office

Control No. 4733 GRAND TOTAL : Php 10,000.00

Total Amount in Words Ten 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 :

RUBY JEAN PASTOR  
(Signature over printed name of Supplier)  
08/11/2023  
Date

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

Requisitioning Office/Dept. :  
RODRIGO M. DE DIOS  
(Authorized Official)

Funds Available :  
JUVY A. CUENCO  
Chief Accountant

Amount : ₱ 10,000.00  
OBR No. : 100-2023-06  
0062-1013