



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

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

P.O. No. : 23-08-0559
 Date : 08/29/2023
 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 Delivery Term : See attached Terms of Reference
 Date of Delivery : _____ Payment Term : See attached Terms of Reference

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	50	TONER TK-7220, KYOCERA TONERTK-7220 FOR TASKALFA 4012I For Kyocera TASKALFA 4012I SEE ATTACHED TERMS OF REFERENCE *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 *****	17,200.00	860,000.00
For the use of Human Resource Development Office for the use of Human Resource Development Office					

Control No. **4790** GRAND TOTAL : **Php 860,000.00**

Total Amount in Words Eight Hundred Sixty 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 :

[Signature]
ROLANDO B. CRUZ

(Signature over printed name of Supplier)

Date
9 8 23

VICTOR MA REGIS N. SOTTO
(Authorized Official)

City Mayor

Requisitioning Office/Dept. :
[Signature]
ELVIRA R. FLORES
(Authorized Official)

Funds Available :
[Signature]
JUVY A. GUENCO
Chief Accountant

Amount : ₱860,000.00
 OBR No. : 100-2023-07
6462-1632