



# 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. : 23-10-0739  
 Date : 10/25/2023  
 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 : 7 Calendar Days  
 Date of Delivery : \_\_\_\_\_ Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	2	Kyocera toner 5234 TK 5234 Black	4,585.00	9,170.00
2	PCS	1	kyocera Toner 5234 Yellow TK-5234 Yellow	6,130.00	6,130.00
3	PCS	1	kyocera toner 5234 magenta TK-5234 Magenta	6,130.00	6,130.00
4	PCS	1	kyocera toner 5234 cyan TK-5234 Cyan	6,130.00	6,130.00
<p>*Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/Technical Specification, and Bid Bulletin/s, if any.</p> <p>***** Nothing Follows *****</p>					
<p>Supplies for the conduct of BNEO and POPS Plan Workshop Seminar for the use of City Mayor's Office</p>					

Control No. **5023** GRAND TOTAL : **Php 27,560.00**

Total Amount in Words Twenty-seven Thousand Five Hundred Sixty 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)

Date

VICTOR MA REGIS N. SOTTO

(Authorized Official)

City Mayor

Requisitioning Office/Dept. :

ERNIE AL. O. EDRALIN  
(Authorized Official)

Funds Available :

JUVY A. CUENCO  
Chief Accountant

Amount : 27,560.-  
100-2023-09-  
OBR No. : 1239-1011