



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : GAKKEN PHILIPPINES, INC.  
Address : #130 Aurora Blvd. Cor A. Lake St., Salapan San Juan City

P.O. No. : 23-12-0959  
Date : 22 December 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 : 10 Calendar days but not to exceed 31 December 2023  
Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	12	Photocopier machine toner, HP BLACK TONER toner cartridge , HP copier model  *Purchase Order shall cover all the items found in the Request for Quotation, Terms of Reference/ Technical Specifications and Bid Bulletin/s if any*	5,000.00	60,000.00
***** Nothing Follows *****					

for the use office welfare development for the use of Department of Social Welfare and Development

Control No. **5237**

GRAND TOTAL : **Php 60,000.00**

Total Amount in Words 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.

Conforme :

  
DAYNE ADRIELLE S. BURGO  
(Signature over printed name of Supplier)

Date 12/24/23

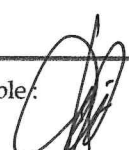
Very truly yours,

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

Requisitioning Office/Dept. :

  
MA. TERESA O. BRIONES  
(Authorized Official)

Funds Available:

  
JUVY A. QUENCO  
Chief Accountant

Amount : P 60,000-00  
OBR No. : 100-2023-10  
0421-7611