

PURCHASE ORDER

Supplier: **COPYLANDIA OFFICE SYSTEMS CORPORATION**
 Address: **G/F Metrobank Bldg., Peñafrancia Aven., Naga City**
 TIN: **002-332-000-000**

P.O. No.: **2018-09-0273**
 Date: **09-12-18**
 Mode of Procurement: **Negotiated-53.9**
Small Value Procurement

Gentlemen:

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

Place of Delivery: **CSPC, Supply and Property Office**
 Date of Delivery: **15 days after the receipt of Purchase Order**
 Delivery Term: **15 days**
 Payment Term: **Upon delivery and inspection**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
00-00-18- PE-	pc	Imaging Unit for Ineo 165e	1	19,920.00	19,920.00
- Procurement of Imaging Unit for Replacement of Defective Spare Parts of the Photocopier at Records Office -					

(Total Amount in Word) **Nineteen Thousand Nine Hundred Twenty Pesos Only** **P 19,920.00**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

COPYLANDIA OFFICE SYSTEMS CORPORATION

DR. DULCE F. ATIAN

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

9/18/2018

Date

SUC President III

Designation

Fund Cluster:

Funds Available:

19,920

BY: [Signature] TIME: 4:30 PM
 DATE: 9/12/18 LOG. NO. 257

ORS/BURS No.: 2018-09-322

Date of the ORS/BURS: 9-12-18

Amount: 19,920

MARIA FRANCIA S. ABACA

Signature over Printed Name of Chief Accountant/
 Head of Accounting Division/Unit

SEP 12 2018