



PURCHASE ORDER

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

P.O. No. : 2018-12-0379
Date : 12-10-18
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 (FOB Destination)
Payment Term: Upon delivery and inspection

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	1	Print Head Replacement Kit	pc	47,850.00	47,850.00
<div style="border: 2px solid black; padding: 5px; width: fit-content; margin: auto;"> <p style="text-align: center; margin: 0;">COMMISSION ON AUDIT</p> <p style="text-align: center; margin: 0;">OSPC - NABUA</p> <p style="text-align: center; margin: 0;">RECEIVED</p> <p style="margin: 0;">BY: <u>[Signature]</u> TIME: <u>1:25</u></p> <p style="margin: 0;">DATE: <u>12/20/18</u> LOG. NO. <u>30</u></p> </div>					
- Procurement of Print Head Kit for ID Printer at Database Center -					
(Total Amount in Word) <u>Forty-Seven Thousand Eight Hundred Fifty Pesos Only</u>					₱ 47,850.00

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

Signature over Printed Name of Supplier

12.17.18

Date

DR. DULCE F. ATIAN

Signature over Printed Name of Authorized Official

SUC President III

Designation

Fund Cluster : 01
Funds Available : 47,850-

ORS/BURS No. : CO-18-12-1891
Date of the ORS/BURS: 12-11-18
Amount : 47,850.00

MARIA FRANCIA S. ABACA

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