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RECEIVED  
PROCUREMENT OFFICE  
Date: 4-2-19  
Time: 8:20  
Received By: [Signature]

# PURCHASE ORDER

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

P.O. No. : 2019-03-0081  
Date : 3-15-19  
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
OSI-305	pcs	Toner, black TN116 INEO 165e	8	3,437.50	27,500.00
OSI-306	pcs	Developer Toner Black, TN116 AIUCODO	9	3,437.50	30,937.50
OSI-307	pcs	Developer Toner Black, TN118 A3VWODO	9	3,125.00	28,125.00
OSI-308	pcs	Toner Black, INEO226	8	3,125.00	25,000.00
- Procurement of Toner ink at Records, Accreditation & Library Office ( 2 <sup>nd</sup> Quarter for 2019) -					
					<b>₱ 111,562.50</b>

(Total Amount in Word) One Hundred Eleven Thousand Five Hundred Sixty-Two Pesos & 50/100

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,

[Signature]  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**

[Signature]  
**DR. DULCE F. ATIAN**

Signature over Printed Name of Supplier

Signature over Printed Name of Authorized Official

4-15-19

Date

SUC President III  
Designation

Fund Cluster : 01

Funds Available : 111,562.50

ORS/BURS No. : More-19-04-382

Date of the ORS/BURS: 4-3-19

Amount : 111,562.50

[Signature]  
**MARIA FRANCIA S. ABACA**  
Signature over Printed Name of Chief Accountant/  
Head of Accounting Division/Unit