

CSPC-F-PROC-27

**RECEIVED**

BY: LDL-2711

P.O. No. : 2018-05-0196  
 Date : 06-15-18  
 Mode of Procurement: Negotiated-53.9  
 Small Value Procurement

## PURCHASE ORDER

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

P.O. No. : 2018-05-0196  
 Date : 06-15-18  
 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/<br>Property No.  | Unit | Description                  | Quantity | Unit Cost | Amount             |
|---|------|------------------------------|----------|-----------|--------------------|
| 00-00-18-<br>PE-  | pcs  | Develop Toner TN116 A1UC0D0  | 4        | 3,437.50  | 13,750.00          |
|   |      | Net Weight: 28.1gx2          |          |           |                    |
|   |      | <i>0464 supplier inquiry</i> |          |           |                    |
| - Procurement of Toner for Accreditation Purpose -                                    |      |                              |          |           |                    |
| <b>(Total Amount in Word)</b> <i>Thirteen Thousand Seven Hundred Fifty Pesos Only</i> |      |                              |          |           | <b>₱ 13,750.00</b> |

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,

*IRIS P. FUERTE*  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
 Signature over Printed Name of Supplier

*DR. DULCE F. ATIAN*  
**DR. DULCE F. ATIAN**  
 Signature over Printed Name of Authorized Official

7/2/18  
 Date

**COMMISSION ON AUDIT**  
**OSPC - NABUA**  
**RECEIVED**

BY: 7/4/18  
 DATE: 7/4/18

SUC President II  
 Designation

Fund Cluster : \_\_\_\_\_  
 Funds Available : \_\_\_\_\_

ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_

*ATTY. HAZEL V. PAGUIO*  
**ATTY. HAZEL V. PAGUIO**  
 Signature over Printed Name of Chief Accountant/  
 Head of Accounting Division/Unit

*JUN 27 2018*