



PURCHASE ORDER

Supplier: <u>COPYLANDIA OFFICE SYSTEMS CORPORATION</u> Address: <u>G/F Metrobank Bldg., Peñafrancia Aven., Naga City</u> TIN : <u>002-332-000-000</u>	P.O. No. : <u>2018-05-0168</u> Date : <u>05-23-18</u> Mode of Procurement: <u>Negotiated-53.9</u> Small Value Procurement
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Gentlemen:
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>CSPC, Supply and Property Office</u> Date of Delivery : <u>15 days after the receipt of Purchase Order</u>	Delivery Term: <u>15 days</u> Payment Term: <u>Upon delivery and inspection</u>
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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
00-00-18- PE-	pcs	Toner Ineo 226	5	3,125.00	15,625.00
		<i>office supplies</i>			

- Procurement of Toner for the Photocopier of College Library -

(Total Amount in Word) <u>Fifteen Thousand Six Hundred Twenty-Five Pesos Only</u>	₱ 15,625.00
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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 over Printed Name of Supplier

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

5/31/18
 Date

SUC President II
 Designation

Fund Cluster : _____
Funds Available : _____

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

MAY 29 2018

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____