

Supplier : **PHILCOPY CORPORATION**  
 Address : Unit A Felipe Bldg. Kauswagan Nat'l Highway, CDO  
 Tel/Fax : 088 880-2199  
 PR No. : 552-18  
 Date : 9/10/2018

Purchase Order No. : **18-326**  
 Date : **Oct. 8, 2018**  
 Terms of Payment :  
 Mode of Procurement :

Please deliver to this Office within **seven (7)** working days from receipt hereof the following:

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
	1	Unit	Repair for HP LASERJET KYOCERA FS4100-DN Serial No. <b>LQV5505409</b> (Parts replacement) ✓		-
	1		1 piece KYOCERA MITA MC-3100	4,812.00 ✓	4,812.00
	1		1 Piece KYOCERA MITA FK-3130 €	11,796.00 ✓	11,796.00
	1		1 Piece KYOCERA -MITA PARTS DC MOTOR ASSY SP	1,052.00 ✓	1,052.00
	1	Unit	Repair for HP LASERJET KYOCERA FS4100-DN Serial No. <b>LQV5805876</b> (Parts replacement) ✓		-
	1		1 piece KYOCERA MITA MC-3100	6,712.00 ✓	6,712.00
	1	Unit	Repair for HP LASERJET KYOCERA FS4100-DN Serial No. <b>LQV5505396</b> (Parts replacement) ✓		-
	1		1 piece KYOCERA MITA MC-3100	5,812.00 ✓	5,812.00
<b>TOTAL</b>					<b>30,184.00</b>

- The Agency shall impose penalty in an amount equivalent to 1/10 of one (1) percent of the total value of undelivered order for each day of the delay as liquidated damages.
- Render your bills in triplicate copies including the original.
- If the date of the receipt of the Purchase Order by the dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the Purchase Order.
- For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier

Funds available in the amount of: **₱ 30,184.-**

Very truly yours,

**SORAYAH M. SHARIEF-TABAO**  
 Head, Fund Management Section

**ALLAN ODEN A. MACARIMBANG**  
 Chief, Management Services Division

Approved:

**Atty. KHALOUZZAMAN M. MACABATO, CPA, CSEE**  
 Regional Vice-President

Received this P.O. Copy on: \_\_\_\_\_  
 by: \_\_\_\_\_

Conform:

\_\_\_\_\_  
 Name and Signature of  
 Supplier/Representative