

Supplier : COPYLANDIA OFFICE SYSTEMS CORP
 Address : ILIGAN CITY
 Tel/Fax : 762-19
 PR No. : 8/20/19
 Date : 8/20/19

Purchase Order No. : 19-775
 Date : 10-7-2019
 Terms of Payment : Chopping
 Mode of Procurement : Chopping

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	8	ca	TONER CARTRIDGE TN 323,Black for Developer,	7,500.00	60,000.00
			INEO 367 COPIER		
			XXXXXXXX NOTHING FOLLOWS XXXXXX		
TOTAL					60,000.00

Conditions:

1. 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.
2. Render your bills in triplicate copies including the original.
3. 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.
4. 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: P 60,000 -

Very truly yours,

ASLINAH D. ASHARY
 Head, Fund Management Section

ALLANODEN A. MACARIMBANG
 Chief, Management Services Division

Approved:

ATTY. KHAMOUZZAMAN M. MACABATO, CPA, CSEA
 REGIONAL VICE-PRESIDENT

Received this P.O. Copy on: _____
 by: _____

Conform:

Name and Signature of
 Supplier/Representative