

## PURCHASE ORDER

**SUPPLIER INFORMATION**

PHILCOPY CORPORATION  
 #793 J. P. Rizal Extn. Brgy. Poblacion, Makati City PH  
 000-169-318-000-V

**PHONE/FAX:**  
**ATTENTION:**

**TRANSACTION INFORMATION**

**Status:** PO  
**PO NO:** 1240000706  
**PO Date:** 02-Feb-2023  
**PAYMENT TERMS:** 30 Days


Please deliver within 5-15 days upon receipt of this order the following item/s to the General Services Department, Trade and Investment Development Corporation of the Philippines, 17th Floor Citibank Tower, Citibank Plaza, Valero St., Makati City.


Item No.	Qty	Unit	Articles / Description	Unit Cost	Total Cost	VAT	Net Value
OFS00207	40	CTE	Toner for Kyocera Printer TK5244 (Black)	5,647.32	225,892.86	27,107.14	253,000.00
OFS00208	25	CTE	Toner for Kyocera TK5244 Yellow	6,433.04	160,825.89	19,299.11	180,125.00
OFS00209	25	CTE	Toner for Kyocera TK5244 (Magenta)	6,433.04	160,825.89	19,299.11	180,125.00
OFS00210	25	CTE	Toner for Kyocera TK5244 (Cyan)	6,433.04	160,825.89	19,299.11	180,125.00
<b>TOTAL QTY ORDER: 115</b>				<b>TOTAL:</b>	708,370.54	85,004.46	793,375.00


**Funds Available:**

P 793,375.00

**RECOMMENDING**
**APPROVAL:**
**APPROVED**

  
**Marites Saducos Cabias**  
 Officer-In-Charge, Budget  
 Management Department

  
**Marvyn Anthony Coronado Galang**  
 Dept Head (VP) - Facilities and  
 General Services Department

  
**Nelia Orteza Oandasan**  
 Group Head (Senior VP) - Business  
 Operations Group

Please submit upon delivery four (4) copies each of your Invoice/Delivery Receipt showing our P.O. No., two (2) copies each of Certificate of Registration of Business Name, the Articles of Incorporation, in case of corporations and Vat Registration Certificate.

If you fail to comply with your delivery commitment, or if the materials that you will deliver are not in accordance with your offer and will be rejected by the requisitioner, award will be given to the next lowest bidder or purchase of said materials will be made in the open market and the differences in price to be charged against you.

Delay in delivery of the above item/s is subject to penalty of 1/10 of 1% of the total value of this Order each day of delay. Please return duplicate copy hereof to this Office duly signed by your authorized representative.

In case this matter is referred to an attorney-at-law for collection or legal action, you agree to pay the sum equivalent to ten percent (10%) of the amount involved but in no case less than Twenty Thousand Pesos (P 20,000.00) for and as attorney's fees and the cost of litigation.

The venue of court action, whether commenced by either of the parties, shall be laid exclusively in the proper court of Makati City.

This agreement is subject to such additional terms that the parties may agree upon in writing.

**REFERENCE OF PRICES:**
**RECEIVED ORIGINAL PURCHASE ORDER:**
**BIR PERMIT NO:** 050-CBA-031912-000628

**REFERENCE REQUISITION NO.**  
**DATE**
**DATE ISSUED:** 19-MAR-2012

**SERIES NO:** 40000001 to 40009999

2/8/2023