



Office of the Secretary, Central Office

Purchase Order

7186

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0628

Supplier: ACCESSORIES AND SUPPLIES DEPOT PO No.: 01-20001-PO-2020-08-00065
 Address: 20 Kanlaon Street,, PO Date: August 10, 2020
 TIN: 005679268000 Bank Name:
 Tel.No.: 2-4154727 Bank/Branch:
 Fax No.: Bank A/C No.:
 Mode of Procurement: Shopping 52.1b Account Type:
 Month: August PR No.: 01-20001-PR-2020-06-00081
 Fund Cluster: 01 - Regular Agency Fund
 Funding Source: 01101101 - Specific Budgets of National Government Agencies

Sir/Madam:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Delivery Terms: 15 working days upon receipt of the PO

Payment Terms: 15-30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Cartridge	High Capacity Black Toner TN-3448 Toner Cartridge (TN-3448 Laser Printer Cartridge)	2.00	4,900.00	9,800.00
2	Cartridge	HP 955XL Black, N9H85A	6.00	1,695.00	10,170.00
3	Cartridge	HP 955XL Yellow, N9H81A	5.00	1,250.00	6,250.00
4	Cartridge	HP 955XL Cyan N9H73A	5.00	1,250.00	6,250.00
5	Cartridge	HP 955XL, Magenta N9H77A	5.00	1,250.00	6,250.00
Total					38,720.00

Total Amount in Words) **THIRTY EIGHT THOUSAND SEVEN HUNDRED TWENTY PESOS AND 00/100**

In case of failure to make the full delivery within the time specified below, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Eduardo B. Caland

Signature over Printed Name of Supplier

Very truly yours,

JE B. Gaviola
JOSE ERNESTO B. GAVIOLA

Undersecretary for General Administration and Support Services

Signature over Printed Name of Authorized Official

11-104-2020
Date

Designation