

Purchase Order

01604

03 SEP 2020

Supplier: OTUS COPY SYSTEMS, INC **PO No.:** 01-20001-PO-2020-08-00100
Address: **PO Date:** August 24, 2020
TIN: 245110268000 **Bank Name:**
Tel.No.: **Bank/Branch:**
Fax No.: **Bank A/C No.:**
Mode of Procurement: Direct Contracting **Account Type:**
Month: August **PR No.:** 01-20001-PR-2020-06-0006
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: within 30 working days upon receipt of Purchase Order

Payment Terms: within 15-30 days upon completion of all supporting documents

| No | Unit | Description | Quantity | Unit Cost | Amount |
|--------------|-------|--|----------|-----------|---------------|
| 1 | PIECE | TONER CARTRIDGE, FUJI XEROX, CT201370, Black | 2.00 | 8,983.00 | 17,966 |
| 2 | PIECE | TONER CARTRIDGE, FUJI XEROX, CT201371, Cyan | 1.00 | 14,129.00 | 14,129 |
| 3 | PIECE | TONER CARTRIDGE, FUJI XEROX, CT201372, Magenta | 1.00 | 14,129.00 | 14,129 |
| 4 | PIECE | TONER CARTRIDGE, FUJI XEROX, CT201373, Yellow | 1.00 | 14,129.00 | 14,129 |
| 5 | PIECE | CWAA0751, WASTE TONER BOTTLE (R5) | 2.00 | 2,014.00 | 4,028 |
| Total | | | | | 64,381 |

(Total Amount in Words)

SIXTY FOUR THOUSAND THREE HUNDRED EIGHTY ONE 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:

[Handwritten Signature]

Signature over Printed Name of Supplier

08/25/2020

Date

Very truly yours,

[Handwritten Signature]

FELICISIMO C. BUDIONGAN

Signature over Printed Name of Authorized Official
 Undersecretary for Disaster Response Management Group
 Head of the Procuring Entity (HOPE)
 (Head of the Procuring Entity / Authorized Representative)

Designation