

Actual Weight : Box No. 1
TPB Weaving : 30 pcs
10.55
316.50

PURCHASE ORDER

Supplier : <u>PHILCOPY CORPORATION</u>	P.O. No. : <u>2022.03.045</u>
Address : <u>793 JP Rizal Avenue, Poblacion, Makati City</u>	Date : <u>March 15, 2022</u>
TIN : <u>000 169 318 00000</u>	Mode of Procurement : <u>Small Value Procurement</u>

Gentlemen:

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

Place of Delivery: <u>TPB OFFICE</u>	Delivery Term: <u>as stated</u>
Date of Delivery: <u>as stated</u>	Payment term: <u>30 Days</u>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	Supply and delivery of 1 unit Mid-size Heavy Duty Document Shredder <i>Specifications:</i> - Lubricant-free maintenance - Auto Start, Stop and Reverse - Safety power-cutoff - Compact Disc, paper clip and Card-shred capable - Separate CD and Paper bin - Low noise operation at 50dB or less idle state - 60 litre waste capacity - Cross cut output - Heavy-duty steel cutting rollers - Power saving mode - 270mm±5%-wide feed chute - Dimensions(HWD): 900x600x450mm±5% - Waste cabinet with brake-lockable swivel casters + 1-Year Parts and Service Warranty	1	44,370.00	P 44,370.00

(Total Amount in words): Forty-four Thousand Three Hundred Seventy Pesos Only 44,370.00

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

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

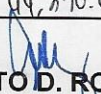

LEAH MARIE C. SY

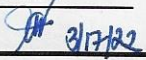
Signature over Printed Name of Authorized Official

Date

Acting Head, Administrative Department

Designation

Fund Cluster: 03
Funds Available: PHP 44,370.00

MARLITO D. RODRIGUEZ

Manager, Finance Department 

ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____