



Balanga City, Bataan  
QMS-ISO 9001 Certified  
**PURCHASE ORDER**



Supplier : <b>PHILCOPY CORPORATION \</b>	P.O. No. : 21-03-266
Address : #2 Aguinaldo St. East Tapinac, Olongapo City	Date : March 11, 2021
TIN :	Mode of Procurement : Small Value Procurement

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

Place of Delivery : BGHMC PROPERTY AND SUPPLY SECTION  
Date of Delivery : \_\_\_\_\_

Delivery Term 10 CD  
Payment Term : \_\_\_\_\_

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	pc	Kyocera Ecosys M4132idn TK-6113 Toner \	75 \	8,800.00	660,000.
2	pc	Kyocera Toner TK-7120 \	10 \	8,500.00	85,000.
3	pc	Kyocera Toner TK-3165 \	30 \	7,800.00	234,000
					<b>979,000.</b>

(Total Amount in Words) **NINE HUNDRED SEVENTY NINE THOUSAND PESOS ONLY** \

Remarks: for Property and Supply Use (for wards and offices for 2021 use) \

Reference: **Product Evaluation with PR No. 21-02-064** \

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 delay shall be imposed on the undelivered item/s.

Prepared by:

**DONDON B. CASTILLO**  
Administrative Assistant II

Checked by:

**YOLANDA A. SORIANO-LANSANGAN**  
Procurement Head

Reviewed and Recommended by:

**MARJORIE ANNE D. MENA**  
OIC-Chief Administrative Officer

Approved by:

**GLORY V. BALTAZAR, M.D., MPH, MHA, CES**  
Head of Procuring Entity (HOPE)

Conforme:

**RAUL JOSEPH**  
03-12-2021

Date

Fund Cluster : 01/REGULAR AGENCY FUND

Funds Available : RAF (MOOE)

**MARIA TERESA T. CORNEL**  
Supervising Administrative Officer <sup>Abi</sup>

**MARJORIE BALBOA**  
Accountant III

ORS/BURS No. : MOOE-02-10101-2021-03-287

Date of the ORS/BURS: 3/11/2021

Amount : 979,000.00

PRO-F-