

SENATE OF THE PHILIPPINES  
RECEIVED

MAY 30 2023

**PURCHASE ORDER**  
**SENATE OF THE PHILIPPINES**  
Entity Name

BY: [Signature] TIME 9:44  
OFFICE OF THE DEPUTY SECRETARY  
ADMINISTRATIVE AND FINANCIAL SERVICES

Supplier : <b>PHILCOPY CORPORATION</b>	P.O. No. : <b>PO-23-05-097</b>
Address : 793 JP Rizal Ave. Poblacion, Makati City	Date : 25-May-2023
Tel No. : 88998625 / 02-8899-8625	Mode of Procurement: <b>DIRECT CONTRACTING</b>
TIN : 000-169-318-000	Reference P.R. No. : <b>PR-23-04-353</b> LJS
	AB No. :

Attention : **SANDY MAY G. TENDING**  
Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.

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

Rm. 401 Property and Procurement Service	Delivery Term : <b>7 DAYS</b>
Place of Delivery : <b>SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY</b>	Payment Term : <b>Government Terms</b>
Date of Delivery :	Warranty : <b>---</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	TONER CARTRIDGE, YELLOW, TK-5275K for Kyocera Ecosys Color laser Printer, Ecosys P6230 cdn	1	11,025.00	11,025.00
2	PIECE	TONER CARTRIDGE, MAGENTA, TK-5275K for Kyocera Ecosys Color laser Printer, Ecosys P6230 cdn	1	11,025.00	11,025.00
3	PIECE	TONER CARTRIDGE, CYAN, TK-5275K for Kyocera Ecosys Color laser Printer, Ecosys P6230 cdn	1	11,025.00	11,025.00
4	PIECE	TONER CARTRIDGE, BLACK, TK-5275K for Kyocera Ecosys Color laser Printer, Ecosys P6230 cdn	1	10,475.00	10,475.00
Nothing Follows					

**RECEIVED**

MAY 30 2023

By: RICA Time: 2:05 PM  
Property and Procurement Service  
OAS 200-2023-05-4052 P43,550.00  
May 29, 2023

LEGISLATIVE ACCOUNTING SERVICE

MAY 29 2023  
BY: [Signature] TIME 2:05 PM

MAY 30 2023  
8:32  
ADMINISTRATIVE AND FINANCIAL SERVICES

Page 1 of 1 **Grand Total: P43,550.00**

(Total amount in words) **Forty-Three Thousand Five Hundred Fifty Pesos Only**

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] 30 May 2023  
Signature over Printed Name of Supplier **ATTY. ARNEL JOSE S. BAÑAS**  
DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_  
Date: \_\_\_\_\_  
**JUDITH C. JEBULAN**  
Director III, Legislative Accounting Service  
Signature over Printer Name of Chief Accountant

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_

**NOTE:** The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: **NOTE: DIRECT CONTRACTING**

[Signature]  
nidmawis  
5/26/2023 / 11:24:38AM

302-1