

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

Supplier : <b>PHILCOPY CORPORATION</b>	P.O. No. : <b>PO-23-08-198</b>
Address : 793 JP Rizal Ave. Poblacion, Makati City	Date : 23-August-2023
Tel No. : 219-85-76 / 02-8899-8625	Mode of Procurement:
TIN : 000-169-318-000	Reference P.R. No. : <b>PR-23-06-493</b>
	RMMS
	AB No. :

Attention : FRANCIS E. LACHICA  
 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:

Place of Delivery : <b>Rm. 401 Property and Procurement Service SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY</b>	Delivery Term : 30 days
Date of Delivery :	Payment Term : Government Terms
	Warranty : 1 year against inherent defects and spare parts

Stock No.	Unit	Description	Quantity	Unit Cost	service labor (free for 1 year)
1	UNIT	<b>Heavy Duty Shredder Machine</b> * Innovative MHP (Matrix High Performance) cutters: high-quality compound steel cutters that are guaranteed to last. * Oil and Maintenance Free Operation. * Cross cut * High-volume document shredder * Waste collection volume at least 140 liters * Clearly designed user-friendly control panel. * Integrated light barrier for automatic start and stop. * Convenient automatic reversing function clears feed opening after feeding in too much paper. * Convenient feed and reverse function for manual control. * Motor cuts out automatically when waste bag is full or door is open. * Energy=saving sleep mode after 10 minutes at idle and automatic shut-down after 30 minutes. * Powerful motor for high capacity and longer running times. * Extremely quiet operation for a particularly pleasant	1	110,600.00	110,600.00

**RECEIVED**  
 SEP 04 2023  
 By: RICA Time: 2:16pm  
 Property and Procurement Services

**RECEIVED**  
 BY: [Signature]  
 DATE: AUG 31 2023  
 TIME: 3:14pm

**RECEIVED**  
 AUG 31 2023  
 By: [Signature] Time: 2:26  
 Administrative Management Bureau

**LEGISLATIVE ACCOUNTING SERVICE**  
**RECEIVED**  
 AUG 29 2023  
 BY: [Signature] TIME: 6:00PM

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	<b>ATTY. RENATO N. BANTUG JR.</b> SENATE SECRETARY
Date	<u>30 August 2023</u>
Fund Cluster:	ORS/BURS No. :
Funds Available: <b>JUDITH C. JEBULAN</b> Director III, Legislative Accounting Service	Date of the ORS/BURS:
Signature over Printer Name of Chief Accountant	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: PO TYPED BY PPS PER APPROVED ABSTRACT OF BIDS NO. - E 23-06-100 OPENED ON 6/27/2023 AND PER BAC ADVISORY RE AWARD DTD 8/16/2023

rgg:zdes  
 8/23/2023 / 2:17:59PM

RECEIVED BY: [Signature]  
 DATE: 9/14/24  
 OFFICE #

414-1

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**PURCHASE ORDER**

**SENATE OF THE PHILIPPINES**

Entity Name

Supplier :	<b>PHILCOPY CORPORATION</b>	P.O. No. :	<b>PO-23-08-198</b>
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TIN :	000-169-318-000	Reference P.R. No. :	<b>PR-23-06-493</b>
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Date of Delivery :		Payment Term :	Government Terms
		Warranty :	1 year against inherent defects and spare parts, service labor is free for 1 year

Stock No.	Unit	Description	Quantity	Unit Cost	Info
		working atmosphere. * High quality wooden cabinet. * Widely opening doors for ease of emptying the waste box * Convenient swivel casters with brake for reliably keeping the document shredder firmly in place. * Separate main switch for completely shutting down the document shredder. * Practical IEC power connector can be unplugged from the document shredder. * Include 1 waste box suitable for re-used. * Dimension (HxWxD) : 890x734x511 mm Offer: HEAVY DUTY PAPER SHREDDER NO OIL NEEDED. DAHLE MODEL 50514 (CROSS CUT) ----- Nothing Follows -----  300-2023-08-6435 08/24/23 ₱ 110,600.00			

**Grand Total: P110,600.00**

(Total amount in words) One Hundred Ten Thousand Six Hundred Pesos Only

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Conforme: \_\_\_\_\_ Very truly yours: \_\_\_\_\_  
 Signature over Printed Name of Supplier **ATTY. RENATO N. BANTUG JR.**  
 \_\_\_\_\_ SENATE SECRETARY  
 Date \_\_\_\_\_ August 2023

Fund Cluster: \_\_\_\_\_  
 Funds Available: **JUDITH C. DEBULAN**  
 Director III, Legislative Accounting Service  
 Signature over Printer Name of Chief Accountant \_\_\_\_\_  
 ORS/BURS No. : \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount : \_\_\_\_\_

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