

PURCHASE ORDER

SENATE OF THE PHILIPPINES

Entity Name

Supplier : PHILCOPY CORPORATION Address : 793 J.P. Rizal Ave. Poblacion, Makati City Tel No. : 09178696467 / 02-7968-6629 TIN : 000-169-318-000	P.O. No. : PO-25-02-015 Date : 18-February-2025 Mode of Procurement: DIRECT CONTRACTING Reference P.R. No. : PR-25-02-053 LJS AB No. :
---	---

Attention : GINA T. RIOSA
 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 Place of Delivery : SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY Date of Delivery :	Delivery Term : 15 Working Days Payment Term : Government Terms Warranty :
---	--

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	TONER CARTRIDGE, BLACK, TK-5275K for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	2	10,475.00	20,950.00
2	PIECE	TONER CARTRIDGE, YELLOW, TK-5275Y for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	2	11,025.00	22,050.00
3	PIECE	TONER CARTRIDGE, MAGENTA, TK-5275M for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	2	11,025.00	22,050.00
4	PIECE	TONER CARTRIDGE, CYAN, TK-5275C for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	2	11,025.00	22,050.00
5	PIECE	MAINTENANCE KIT MK-5144 for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	1	38,850.00	38,850.00
Nothing Follows					

Senate of the Philippines
 Office of the Executive Director
 Administrative & Financial Services

RECEIVED
 FEB 25 2025
 By: *[Signature]*

RECEIVED
 FEB 25 2025
 BY: *[Signature]*
 OFF: *[Signature]*

RECEIVED
 FEB 24 2025
 By: *[Signature]* Time: 4:30 PM
 Legislative Accounting Service

Page 1 of 1

Grand Total: P125,950.00

(Total amount in words)

One Hundred Twenty-Five Thousand Nine 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 over Printed Name of Supplier

Date

ATTY. ARNEL JOSE S. BAÑAS
 DEPUTY SECRETARY, ADMINISTRATIVE AND
 FINANCIAL SERVICES

Fund Cluster:

Funds Available:

JUDITH C. JEBULAN

Director III, Legislative Accounting Service

Signature over Printed 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: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. () OPENED ON () AND PER BAC ADVISORY RE AWARD DTD 2/17/2025

RECEIVED

FEB 25 2025

By: *[Signature]* Time: 11:13 AM
 Property and Procurement Services