

MAY 31 2023

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

5/31/23

Supplier : **PHILCOPY CORPORATION**  
Address : 793 JP Rizal Ave. Poblacion, Makati City  
Tel No. : 88998625 / 02-8899-8625  
TIN : 000-169-318-000

P.O. No. : **PO-23-05-098**  
Date : 25-May-2023  
Mode of Procurement: **DIRECT CONTRACTING**  
Reference P.R. No. : **PR-23-03-265**  
SEPO  
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:

Place of Delivery : **Rm. 401 Property and Procurement Service**  
**SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY**  
Date of Delivery :

Delivery Term : **7 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	6	10,475.00	62,850.00
2	PIECE	TONER CARTRIDGE, YELLOW, TK-5275Y for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	6	11,025.00	66,150.00
3	PIECE	TONER CARTRIDGE, MAGENTA, TK-5275M for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	6	11,025.00	66,150.00
4	PIECE	TONER CARTRIDGE, CYAN, TK-5275C for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	6	11,025.00	66,150.00
Nothing Follows					

SENATE OF THE PHILIPPINES  
**RECEIVED**  
MAY 31 2023  
BY: [Signature] TIME 11:40 AM  
OFFICE OF THE DEPUTY SECRETARY  
ADMINISTRATIVE AND FINANCIAL SERVICES

LEGISLATIVE ACCOUNTING SERVICE  
**RECEIVED**  
MAY 30 2023  
BY: [Signature] TIME 11:05 AM

**Grand Total: P261,300.00**

(Total amount in words) Two Hundred Sixty-One Thousand Three Hundred 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 **HON. JUAN MIGUEL F. ZUBIRI**  
SENATE PRESIDENT

Fund Cluster: \_\_\_\_\_ Date: \_\_\_\_\_  
Funds Available: **JUDITH C. JEBULAN**  
Director III, Legislative Accounting Service  
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: DIRECT CONTRACTING

**RECEIVED**

ntomawis  
5/25/2023 / 1:05:06PM

JUL 12 2023  
By: **RICA** Time: **3:22PM**  
Property and Procurement Services

364-6