

PURCHASE ORDER
SENATE OF THE PHILIPPINES
 Entity Name

Supplier: **ACCESSORIES AND SUPPLIES DEPOT, INC.**

P.O. No.: **PO-24-04-031**

Date: **25-April-2024**

Address: **110 Labo St. Brgy. Salvacion, Laloma, Quezon City**
 Tel No.: **5162133 / 559-4941**
 TIN: **005-679-268-000**

Mode of Procurement: **SHOPPING**
 Reference P.R. No.: **PR-24-03-143**
STSRO
 AB No.: **AB-24-03-016**

Attention: **KYRA D. EBOJO**
 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: **15-30 Working Days**
 Payment Term: **Government Terms**
 Warranty: **--**

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	SET	INK BOTTLES, EPSON 001, Genuine Ink, Set of 4 (Black, Cyan, Magenta, Yellow) Nothing Follows	2	1,307.32	2,614.64

RECEIVED
 APR 30 2024
 By: *[Signature]* Time: **5:54 PM**
 Administrative Management Bureau
 200-2024-04-2954 P2,614.64
 04/29/24

RECEIVED
 MAY 01 2024
 By: *[Signature]* Time: **8AM**
 Property and Procurement Service

Senate of the Philippines
 Legislative Accounting Service
RECEIVED
 APR 30 2024
 By: *[Signature]* Time: **8:00 AM**

Page 1 of 1 **Grand Total: P2,614.64**

(Total amount in words) **Two Thousand Six Hundred Fourteen Pesos And Sixty-Four Cents 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]*
 Signature over Printed Name of Supplier: **EXEC. DIR. RENATO B. CHUA**
 EXECUTIVE DIRECTOR, ADMINISTRATIVE AND FINANCIAL SERVICES
 Date: _____

Fund Cluster: _____
 Funds Available: _____
JUDITH C. JEBULAN 4/20/2024
 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: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-24-03-016) OPENED ON 4/2/2024 AND PER BAC ADVISORY RE AWARD DTD 4/18/2024**

[Signature]
 4/26/2024 / 8:38:46AM