



Republic of the Philippines
Senate
JOB ORDER

Requesting Dept./Group: **PROPERTY & PROCUREMENT SERVICE**

Job Order No.: **JO-23-05-012**

P.R. No. **PR-23-05-380**

Date: **31-July-2023**

TO **PHILCOPY CORPORATION**
793 JP Rizal Ave. Poblacion, Makati City
02-8899-8625, 219-85-76

Certified Funds Available:
[Signature]
JUDITH C. JEBULAN
Director III, Legislative Accounting Service

Attention To: **FRANCIS E. LACHICA**

TIN **000-169-318-000**

Immediately upon receipt of this order, please effect the immediate undertaking of the hereunder described work, to wit;

Quantity	Unit	Job Order	Unit Price	Total
1	LOT	Repair of Paper Shredder (for pooling). Offer: SPARE PART 1. 1 PIECE DAHLE CAPACITOR 2. 1 PIECE DAHLE CONTROL BOARD BASIC 230V KPL 500 Nothing Follows	23,108.00	23,108.00

RECEIVED

AUG 03 2023
By: *[Signature]* Time: 1:55pm
Property and Procurement Services

200-2023-08-5773

PHILIPPINES RECEIVED
AUG 03 2023
BY: *[Signature]* 8:35 PM
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES

RECEIVED
AUG 02 2023
By: *[Signature]* Time: 5:41
Administrative Management Bureau
LEGISLATIVE ACCOUNTING SERVICE
AUG 02 2023
TIME 10:00 AM

Page 1 of 1 **Grand Total: P23,108.00**

(Total amount in words) Twenty-Three Thousand One Hundred Eight Pesos Only

The above award is based from the result of the canvass/bidding conducted by this office in which your offer was considered the lowest and/or with terms most advantageous to the government among the proposals submitted.

It is understood that this project shall not be sub-constructed or sub-leased in parts or in whole without prior approval of this office.

Violation of the above conditions shall be subject to penalties as may be prescribed either in the form of fines or revocation of the Contract/Job Order or both, depending upon the gravity of the violation.

It is understood that the job must be completed 10 days

RECOMMENDING APPROVAL:

APPROVED BY:

EXEC. DIR. RENATO B. CHUA
EXECUTIVE DIRECTOR, ADMINISTRATIVE AND FINANCIAL SERVICES
[Signature] August 2023

ATTY. ARNEL JOSE S. BAÑAS
DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES
[Signature] 3A 2023

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: PQ TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. AB-E 23-06-093 OPENED ON 6/27/23) AND PER BAC ADVISORY RE AWARD DTD 7/19/23

rgonzales *[Signature]*
7/31/2023 5:41:57 PM

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41