

APR 25 2023  
 2:16  
 RECEIVED  
 OFFICE OF THE DEPUTY SECRETARY  
 ADMINISTRATIVE AND FINANCIAL SERVICES

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

|   |  |
|---|--|
| Supplier : <b>PHILCOPY CORPORATION</b>                    | P.O. No. : <b>PO-23-03-037</b>           |
| Address : <b>793 JP Rizal Ave. Poblacion, Makati City</b> | Date : <b>29-March-2023</b>              |
| Tel No. : <b>88998625 / 02-8899-8625</b>                  | Mode of Procurement:                     |
| TIN : <b>000-169-318-000</b>                              | Reference P.R. No. : <b>PR-23-02-188</b> |
|   | <b>LCSS-ESCC</b>                         |
|   | AB No. :                                 |

Attention : **SANDY MAY G. TENDING**  
 Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 662-6601 loc. 4262 or 662-6616. 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<br/>SENATE OF THE PHILIPPINES, QSIS BLDG. ROXAS BLVD. PASAY CITY</b> | Delivery Term : <b>7 DAYS</b>          |
| Date of Delivery :   | Payment Term : <b>Government Terms</b> |
|  | Warranty :                             |

| Stock No. | Unit  | Description  | Quantity | Unit Cost | Amount    |
|-----------|-------|--|----------|-----------|-----------|
| 1         | PIECE | LASER PRINTER TONER FOR KYOCERA ECOSYS P3045DN<br>Offer: KYOCERA TONER TK-3185 FOR ECOSYS P3045DN<br>Nothing Follows | 4        | 8,600.00  | 34,400.00 |

**RECEIVED**  
 PROCUREMENT SECTION, PPS  
 APR 25 2023  
 BACB TIME: 3:00PM

**RECEIVED**  
 APR 25 2023  
 By: [Signature] Time: 11:05  
 Administrative Management Bureau

**SENATE OF THE PHILIPPINES RECEIVED**  
 APR 25 2023  
 BY [Signature] TIME [Signature]  
 OFFICE OF THE DEPUTY SECRETARY  
 ADMINISTRATIVE AND FINANCIAL SERVICES  
 RELATIVE ACCOUNTING SER:  
 APR 24 2023  
 [Signature]

4/19 20-2023-04-2628 34,400-

Page 1 of 1 Grand Total: P34,400.00

(Total amount in words) Thirty-Four Thousand Four 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.

Conforms: \_\_\_\_\_ Very truly yours: **ATTY. ARNEL JOSES. BAÑAS**  
 DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES  
 Date: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_  
 Funds Available: **JUDITH E. NEBULAN** 4/25/2023  
 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 ()

gonzales  
 3/28/2023 6:28:18PM

338-4