

**PURCHASE ORDER**

Department of Justice

Agency

Supplier: <b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b>	P.O. No.: 2021-11-072
Address: Copylandia Bldg., 718 Bumatay St., Mandaluyong City	Date: 25 November 2021
TIN: 002-332-000	Mode of Procurement <u>Direct Contracting</u>

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>Department of Justice, P. Faura St., Ermita Manila</u>	Delivery Term: <u>30 calendar days</u>
Date of Delivery: _____	Payment Term: <u>Government Procedure</u>

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<b>To Office of the Secretary</b>			
	unit	Drum DR312	1	10,500.00	10,500.00
	bottle	Toner TN323	10	8,000.00	80,000.00
	piece	Developing Unit DV312	4	10,000.00	40,000.00
		(Photocopier Model No. INEO 287 with SN#: A7A4141000303)			
		<b>To Office of the Secretary - Appeals Management Office</b>			
	unit	Drum DR312	2	10,500.00	21,000.00
	bottle	Toner TN323	5	8,000.00	40,000.00
	piece	Developing Unit DV312	2	10,000.00	20,000.00
		(Photocopier Model No. INEO 287 with SN#: A7A414000287)			
				<b>Total P</b>	<b>211,500.00</b>

(Total Amount in Words) TWO HUNDRED ELEVEN THOUSAND FIVE HUNDRED PESOS

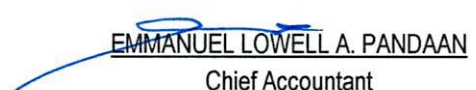
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

Very truly yours,

  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 12-17-21  
 Date

  
**ADRIAN FERDINAND S. SUGAY**  
 Undersecretary

Fund Cluster: _____	ORS/BURS No.: _____
Funds Available: _____	Date of the ORS/BURS: _____
 <b>EMMANUEL LOWELL A. PANDAAN</b> Chief Accountant	Amount: _____