

**PURCHASE ORDER**

Department of Justice

Agency

Supplier: <b>COPYLANDIA OFFICE SYSTEM CORPORATION</b>	P.O. No.: 2021-11-068
Address: Copylandia Bldg., 718 Bumatay Street, Mandaluyong City	Date: 11/16/2021
TIN: 002-332-000	Mode of Procurement: Direct Contracting

Gentlemen:

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

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

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	piece	Drum DR 312 (for photocopier model Ineo 287, Office of SDSP M. F. Gudio, Jr.)	1	P 10,500.00	P 10,500.00
<b>TOTAL</b>					<b>P 10,500.00</b>

(Total Amount in Words) TEN 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,

for *Patricia Perriro*  
Signature over Printed Name of Supplier

ADRIAN FERDINAND S. SUGAY  
Undersecretary

12-3-21  
Date

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_

ORS/BURS No.: \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_

Amount: \_\_\_\_\_

EMMANUEL LOWELL A. PANDAAN  
Chief Accountant