



PURCHASE ORDER
 Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo, Obrero, Davao City

Supplier : **COPYLANDIA OFFICE SYSTEMS CORP.**
 Address : **Carlos Villa-Abrille Bldg., J.P. Laurel Ave., Bajada, Davao City**
 P.O. No. : **2019-03-0198**
 Date : **MAR 29, 2019**
 Mode of Procurement : **Shopping**
 TIN : **002-332-000-013**

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

Place of Delivery : **SUPPLY MANAGEMENT UNIT**
 Date of Delivery : **MAY 8, 2019**
 Delivery Term : **25 days**
 Payment Term : **15 days**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	carts.	TONER CARTRIDGE, for TN 217, (Ineo 283)	5	3,900.00	19,500.00
2	bottles	TONER CARTRIDGE, for Ink KZ type BLACK, (Riso)	5	1,450.00	5,750.00
3	rolls	MASTER ROLL, for KZ type B4	4	1,320.00	5,280.00
4	units	TONER CARTRIDGE, for TNT 40, (Ineo Develop)	2	11,800.00	23,600.00
5	pcs.	TONER KIT, for Konica Minolta Ineo 226 xxxNOTHING FOLLOWSxxx	10	3,125.00	31,250.00
FUND 101-CONSOLIDATION					



Total Amount **85,380.00**
 less tax 1% **762.32**
 less tax 5% **3,811.61**
Eighty Thousand Eight Hundred Six Pesos & 7/100 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 items.

Conforme: *HUGGIE PALMARES*
 Signature over *11/8/2018* Supplier
 Date
 Very truly yours, *LUISA B. FAUNILLAN*
 Vice President for Administration

Fund Cluster : **01-RAF**
 Funds Available : _____
 ORS/BURS No. **0210102019-04-00 389**
 Date of the ORS/BURS: *4/11/19*
 Amount: **85,380.00**

ROLANDO ENRIQUEZ
 Director, Finance Division