



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 Malacañang, Manila
 Telephone Nos. 7354902 * 7351957

PURCHASE ORDER NO. 2013-202

107-2073-11-562

Supplier: PHILCOPY CORPORATION	Date: November 26, 2013
Address: Philcopy Bldg. 793 J.P. Rizal Ave. Makati City	Mode of Procurement: Small Value
TIN:	

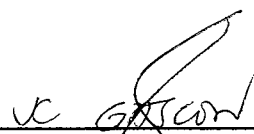
Gentlemen:
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Quotation dated November 14, 2013, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery : G/F, DBM Bldg. II, Gen. Solano, San Miguel, Manila	Delivery Term : Fifteen (15) working days upon receipt of P.O.
Date of Delivery : Fifteen (15) working days upon receipt of P.O.	Payment Term: Upon complete delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Supply, Installation & Delivery of Heavy Duty Colored Laser Network Printer	4 units	24,500.00	98,000.00

(Total Amount In Words)
Ninety Eight Thousand Pesos **98,000.00**

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

Conforme:


 Signature over Printed Name of Supplier
 11/29/13

 Date

Very truly yours,
ATTY. SOFIA C. YANTO
 Director, Administrative Service
 Authorized Official
 (Representing End User)

Funds Availability Certified by: ESPERANZA Q. IGNACIO Chief Accountant	OS No : 2013-11-Def 1 Amount : 98,000.00 Date : 11/26/2013
---	--

Distribution of Copies:
 / / Original copy for the Supplier's Conforme
 / / Agency's Central Supply and Property Section for file
 / / COA Auditor



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

NOTICE OF AWARD

November 22, 2013

MR. JOSELITO B. GASCON
PHILCOPY CORPORATION
Philcopy Bldg. 793 J.P. Rizal Ave.,
Makati City

ORIGINAL RECEIVED
By:
Designation:
Office:
Date: 11/22/13

Dear **Mr. Gascon:**

We are pleased to inform you that the project "Supply, Installation & Delivery of Four (4) units Heavy Duty Colored Laser Network Printer" is hereby awarded to your company in the amount of Ninety Eight Thousand Pesos (P98,000.00).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


ATTY. SOFIA C. YANTO
Director, Administrative Service



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
MALACAÑANG, MANILA

NOTICE TO PROCEED

November 27, 2013

MR. JOSELITO B. GASCON
PHILCOPY CORPORATION
Philcopy Bldg. 793 J.P. Rizal Ave.,
Makati City

Dear **Mr. Gascon:**

Per attached Purchase Order No. 2013-202, we hereby notify you that your Office may commence work on the project "*Supply, Installation & Delivery of Four (4) units Heavy Duty Colored Laser Network Printer*" upon receipt and acceptance of this notice.

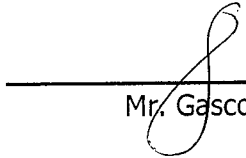
In this regard, your Office shall coordinate with our General Services Division in executing the said service, in accordance with the terms and conditions stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,


ATTY. SOFIA C. YANTO
Director, Administrative Service

Conforme:



Mr. Gascon

11/29/13