



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 Malacañang, Manila
 Telephone Nos. 7354902 * 7354979

PURCHASE ORDER NO. 2014-089

Supplier: PHILCOPY CORPORATION	Date: May 21, 2014
Address: <u>793 J.P. Rizal Ave.</u> <u>Makati City</u>	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 May 8, 2014, subject to the Terms and Conditions enumerated at the back hereof:

Place of Delivery : DBM Bldg. III, Gen. Solano, San Miguel, Manila	Delivery Term : 7 days upon receipt of PO & NTP
Date of Delivery : Seven (7) days upon receipt of PO & NTP	Payment Term: Upon complete delivery & acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		Supply and Delivery of Toners for four (4) units of Kyocera Ecosys FC-C5150DN Printers			
		1. Toner, TK-584C	4	5,040.00	20,160.00
		2. Toner, TK-584M	4	5,040.00	20,160.00
		3. Toner, TK-584Y	4	5,040.00	20,160.00
		4. Toner, TK-584K	40	4,760.00	190,400.00

(Total Amount In Words)
Two Hundred Fifty Thousand Eight Hundred Eighty Pesos 250,880.00

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: <i>Maria Felice R. Marcelo</i> Signature over Printed Name of Supplier Date <u>5/23/14</u>	Very truly yours, <i>Sofia C. Yano</i> ATTY. SOFIA C. YANO Director, Administrative Service Authorized Official (Representing End User) <i>[Signature]</i>
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Funds Availability Certified by: <i>[Signature]</i> ESPERANZA Q. IGNACIO Chief Accountant	OS No : <u>2014-V-922</u> Amount : <u>₱ 250,880.-</u> Date : <u>5/23/2014</u>
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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
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

May 16, 2014

MS. MA. FELICHE MARCELO
PHILCOPY CORPORATION
793 J.P. Rizal Ave., Makati City

Dear **Ms. Marcelo**:

We are pleased to inform you that the project "Supply and Delivery of Toners for Kyocera Ecosys FC-C5150DN Printers," is hereby awarded to your company in the amount of Two Hundred Fifty Thousand Eight Hundred Eighty Pesos (P250,880.00).

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

Thank you very much.

Very truly yours,


ATTY. SOFIA C. YANTO
Director, Administrative Service

ORIGINAL RECEIVED

By: *MaMa Feliche A. Marcelo*
Designation: *Asistenta Marraagar*
Office: *Philcopy Corp.*
Date: *5/16/14*
SIC

Marraagar



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
ADMINISTRATIVE SERVICE
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

May 21, 2014

MS. MA. FELICHE MARCELO
PHILCOPY CORPORATION
793 J.P. Rizal Ave., Makati City

Dear **Ms. Marcelo**:

Per attached Purchase Order No. 2014-089, we hereby notify you that your Office may commence work on the project "*Supply and Delivery of Toners for Kyocera Ecosys FC-C5150DN Printers*," 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:


Ms. Marcelo. *5/23/14*