



PURCHASE ORDER

Supplier:	PHILIPPINE DUPLICATORS INC.	P.O No.:	2024-10-161-407
Address:	Paranaque City	Date:	OCT 28 2024
Tin:		Mode of Procurement:	Direct Contracting
		PR No.:	2024-10-1598

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

Place of Delivery:	BSU SPMO	Delivery Term:	FOB DESTINATION
Date of Delivery:	WITHIN 7 CALENDAR DAYS UPON RECEIPT OF PO.	Payment Term:	within 30 days after complete delivery

Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	End-user
1		pc	Supply & Delivery of Toner Toner for Gestetner MP C2004 ex (Yellow)	4	10,675.00	42,700.00	OP
2		pc	Toner for Gestetner MP C2004 ex (Cyan)	5	10,675.00	53,375.00	
3		pc	Toner for Gestetner MP C2004 ex (Magenta)	5	10,675.00	53,375.00	
4		pc	Toner for Gestetner MP C2004 ex (Black)	3	5,425.00	16,275.00	
			xxx				
						TOTAL:	165,725.00

(Total Amount in Words) **ONE HUNDRED SIXTY-FIVE THOUSAND SEVEN HUNDRED TWENTY-FIVE PESOS ONLY**

In case of failure to make the full delivery within 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: 
 Signature over Printed Name of Supplier
 Date: 11/8/2024

Very Truly Yours, 
FELIPE SALAING COMILA
 University President

Fund Cluster:		ORS/BURS No.:	2024-10-1525
Funds Available:		Date of the ORS/BURS:	OCT 30 2024
		Amount:	165,725.00
			05206441

IMELDA B. GALINATO
 Accountant IV