



PURCHASE ORDER
BUREAU OF THE TREASURY
 Intramuros, Manila
 Telefax No.: 524-7008

Appendix 61

Supplier :	ACCESSORIES AND SUPPLIES DEPOT INC.	P.O. No. :	2023-05-0090
Address :	110 Labo St., Brgy. Salvacion, La Loma, Quezon City	Date :	May 2, 2023
Contact No.:	7978-9228, 8516-2133, 0917-842-7658	Mode of Procurement :	Shopping
Email Add.:	kaye.asdi@outlook.com		
TIN:	005-679-268-000		

Gentlemen:

Please proceed with the Supply and Delivery of Toner Cartridges for Various HP Printers in the amount of Php 489,420.00 (VAT inclusive) following the terms and conditions stated herein:

Place of Delivery : Ayuntamiento Building, Intramuros, Manila			Delivery Term: Fifteen to Sixty (15 to 60) working days upon receipt of Approved Purchase Order		
Date of Delivery : -			Payment Term : 30 days		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	carts.	TONER CARTRIDGE, HP CF226A, black, original/genuine HP CF226A	20	6,472.00	129,440.00
	carts.	TONER CARTRIDGE, HP CF230A, black, original/genuine HP CF230A	30	3,478.00	104,340.00
	carts.	TONER CARTRIDGE, HP W2110A, black, original/genuine HP W2110A	20	3,488.00	69,760.00
	carts.	TONER CARTRIDGE, HP CF500A, black, original/genuine HP CF500A black	30	2,848.00	85,440.00
	carts.	TONER CARTRIDGE, CF501A, cyan, original/genuine HP CF501A cyan	10	3,348.00	33,480.00
	carts.	TONER CARTRIDGE, CF502A, yellow, original/genuine HP CF502A yellow	10	3,348.00	33,480.00
	carts.	TONER CARTRIDGE, CF503A, magenta, original/genuine HP CF503A magenta	10	3,348.00	33,480.00
		---	Nothing Follows---		
		TOTAL			₱489,420.00

(Total Amount in Words) FOUR HUNDRED EIGHTY NINE THOUSAND FOUR HUNDRED TWENTY PESOS AND (00/000)

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,

Signature over Printed Name of Supplier

Date

ATTY. RAYMUNDO U. TAN (Sgd.)

Signature over Printed Name of Authorized Official
OIC, Administrative Service
Designation

Fund Cluster : _____

Funds Available : _____

ROWENA R. GAMBA (Sgd.)

Signature over Printed Name of Chief Accountant/Head of
Accounting Division/Unit

ORS/BURS No. : _____

Date of the ORS/BURS: _____

Amount : _____