PURCHASE ORDER

Office of the Regional Prosecutor
Region XI

Supplier: **PHILCOPY**

Address: Doña Vicenta Village, Bajada, Davao City

P.O. No.: 2022-TONER-SEM1-02
Date: 11-May-22
Mode of Procurement: Direct Contracting
RIS No./s.: 2022-TONER-APR-002

Gentlemen:

Please furnish this office the following articles subject of the terms and conditions contained therein.

Place of Delivery: Office of the Regional Prosecutor Region XI

Date of Delivery: 10 working days upon receipt of approved P.O.

Delivery Term: Pick-up

Payment Term: **SEND BILL**

Item No.	Unit	Quantity	Description	Unit Cost	Amount
			OFFICE SUPPLIES		
1	tubes	**1**	Toner, for Kyocera Taskalfa, 3010i	**8,500.00**	**8,500.00**
			==========		
				TOTAL	***8,500.00***

(Total Amount in Words) ***Eight Thousand Five Hundred and 00/100 pesos 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.

Conforme:

_____
(Signature over printed name)

_____
Date

Very truly yours,

JANET GRACE B. DALISAY-FABRERO
Regional Prosecutor

(In case of Negotiated Purchase pursuant to Section 369 (a) of R.A. 7160, this portion must be accomplished.)

Approved per Sanguniang Res. No. _____

Certified Correct: _____ Date: _____