



PURCHASE ORDER

CIAP-F-PrM-02
Rev. No.: 00

Supplier/Provider: E-COPY CORPORATION
Address: G/F 65 Sen Gil Puyat Palanan, Makati City
Tel. / Fax No.: 8243-1751/09751263746
TIN: 219-274-001-00000
P.O. No.: 2025-01-003
Date: 15 January 2025
P.R. No.: 24-06056
Date: 15 January 2025
Mode of Procurement: Shopping B (Sec. 52.1.b)

Sir / Ma'am:
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Table with columns: Item No., Stock No., Qty., Unit, Description, Unit Cost, Total. Row 1: SHARP BP-50C31 Digital Multifunctional Printer/Copier/Scanner/Heavy Duty-Copier based. Total: P 278,880.00

Amount in Words: TWO HUNDRED SEVENTY EIGHT THOUSAND EIGHT HUNDRED EIGHTY PESOS ONLY
Total P 278,880.00
*Subject to applicable taxes
Total P 278,880.00

Place of Delivery: Makati City
Date of Delivery: -
Payment Term: [] Check/ADA Payment; 30 calendar days after complete delivery and acceptance
Delivery Term: [] Pick-Up [] Deliver within 30 calendar days from receipt of PO by supplier

Penalty Provision: 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 on the undelivered item/s.
Conforme:
Authorized Supplier Signature over Printed Name
Date
Very truly yours,
ATTY. JEROME A. MATAS
Executive Director, CIAC
Date

Fund Cluster:
Funds Available:
Chief Accountant/Head of Accounting Division/Unit
ORS/BURS No.:
Date of the ORS/BURS:
Amount: