

Supplier/Provider :

E-COPY CORPORATION

Address:

65 Sen.Gil Puyat Palanan, Makati City

Tel. / Fax No.:

8525-9911/8881-8390/8525-9860/70

TIN:

219-274-001-00000

P.O. No. :  
Date :  
P.R. No.  
Date :  
Mode of Procurement:

2025-04-037  
14 April 2025  
25-04052  
28 March 2025  
Direct Contracting (Sec. 50)

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

Item No.	Stock No.	Qty.	Unit	Description	Cost	
					Unit	Total
1		8	Cartridge	Sharp BP-50C31 Toner, Black	P 7,316.00	P 58,528.00
2		4	Cartridge	Sharp BP-50C31 Toner,Cyan	P 14,400.00	P 57,600.00
3		4	Cartridge	Sharp BP-50C31 Toner,Magenta	P 14,400.00	P 57,600.00
4		4	Cartridge	Sharp BP-50C31 Toner,Yellow	P 14,400.00	P 57,600.00
				***Nothing Follows***		

Amount in Words:  
  
TWO HUNDRED THIRTY ONE THOUSAND THREE HUNDRED TWENTY EIGHT PESOS ONLY

Total  
\*Subject to applicable taxes  
Total

P 231,328.00  
  
P 231,328.00

Place of Delivery:                  Makati City                  Payment Term: ☐ Check/ADA Payment; 30 calendar days after complete delivery and acceptance  
Date of Delivery:                  -                  Delivery Term: ☐ Pick-Up                  ☐ Deliver within 15 from receipt of this PO by the 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:

Mylene S. Celis  
Authorized Supplier Signature over Printed Name  
4/24/25  
Date

Very truly yours,  
  
ATTY. JEROME A. MATAS  
Executive Director, CIAC  
14-Apr-25  
Date

Fund Cluster: \_\_\_\_\_  
Funds Available: \_\_\_\_\_  
  
Chief Accountant/Head of Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_