

PURCHASE ORDER					
Privatization and Management Office					
Entity Name					
Supplier : <u>OTUS COPY SYSTEMS, INC.</u>			P.O. No. : <u>2023-05-029</u>		
Address : <u>10/F MG Tower, 75 Shaw Blvd., Mandaluyong City</u>			Date : <u>May 03, 2023</u>		
TIN : <u>245-110-268-000</u>			Mode of Procurement : <u>SVP</u>		
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>PMO</u>			Delivery Term : Within seven (7) calendar days from receipt of P. O.		
Date of Delivery : _____			Payment Term : _____		
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Lease of two (2) units Multi-Function Machines (Copier/Scanner) to PMO for May 1 to December 31, 2023 at 0.59 per copy and 1% spoilage.			69,407.60
Total Amount in Words: <u>Sixty-Nine Thousand Four Hundred Seven Pesos & 60/100</u>					<u>69,407.60</u>
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: <u>Claire B. Joseph</u> Signature over Printed Name of Supplier <u>May 4, 2023</u> Date			Very truly yours, <u>Carla S. Del Prado</u> Signature over Printed Name of Authorized Official Chief Administrative Officer Designation		
Fund Cluster : _____ Funds Available : _____ <u>Rhodora E. Torralba</u> Chief Accountant			ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : <u>69,407.60</u>		