



PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION

The SEC Headquarters, 7907 Makati Ave., Salcedo Village, Bel-Air, 1209 Makati City



Telefax No. 8818-5330

Supplier : **PHILIPPINE DUPLICATORS, INC.**
 Address : **KM14 West Service Road, Edison Ave., Parañaque City**
 Tel No. : _____

P.O. No. : **2024-1-50**
 Date : **May 30, 2024**
 Mode of Procurement: : **NP-SVP**

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **The SEC Headquarters**
 Date of Delivery: _____

Delivery Term: : **30 CD**
 Payment term: : **30 CD**


Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
	lot	Supply, Delivery, and Installation of One (1) Brand New Digital Duplicator Machine and Fifty (50) Cartridges Consumables for the SEC Headquarters ***** As per attached supporting documents: a. BAC Resolution No. 2024-092 b. Signed Notice of Award dated 29 May 2024 Forming part of this PO are the Schedule of Requirements Technical Specifications, Terms and Conditions, the bid and Notice of Award issued	1	420,352.23	420,352.23

(Amount in Words) **Four Hundred Twenty Thousand Three Hundred Fifty Two Pesos and 23/100** **P 420,352.23**

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of (1%) one percent of the total value of these ORDER for each day of delay shall be imposed.

Very truly yours,

Conforme: (This also serve as your Notice to Proceed)



 (Signature over printed name)
6-6-2024


 Date



VINCENT G. CAÑARES
 Director, Management Services Department

Funds Cluster: **OSA**
 Funds Available: **420,352.23**

ORS/BURS No.: **06-206443-2024-05-001911**
 Date of the ORS/BURS: **May 30, 2024**
 Amount: **P 420,352.23**



DONDIE Q. ESGUERRA
 Director, Financial Management Department