



PURCHASE ORDER

SECURITIES AND EXCHANGE COMMISSION

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

Telefax No. 8818-5330



Supplier : <b>QUARTZ BUSINESS PRODUCTS CORP.</b>	Purchase Order No. : <b>2024-01-88</b>
Address : 15th Floor Capital House, 9th Avenue corner 34th St. Bonifacio Global City, Taguig City	Date : <b>September 20, 2024</b>
Tel No. : _____	Mode of Procurement : <b>Public Bidding</b>

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

Place of Delivery: <b>The SEC Headquarters, Makati City</b>	Delivery Term: <b>45 CD</b>
Date of Delivery: _____	Payment term: <b>30 CD</b>

Item No./ Stock No.	Unit	DESCRIPTION	Qty	Unit Cost	Amount
		Supply and Delivery of Various Toners for the Securities and Exchange Commission			
	pcs	HP W2120A black toner	30	7,728.00	231,840.00
	pcs	HP W2121A Cyan toner	30	9,651.00	289,530.00
	pcs	HP W2122A Yellow toner	30	9,651.00	289,530.00
	pcs	HP W2123A Magenta toner	30	9,651.00	289,530.00
	pcs	HP CF350A black	5	4,191.00	20,955.00
	pcs	HP W9008MC black	20	12,283.00	245,660.00
	pcs	HP CF 276A toner	20	6,467.00	129,340.00
	pcs	Samsung MLT D203L toner	10	6,212.00	62,120.00

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As per attached supporting documents:  
a. BAC Resolution on Award No. 2024-132  
b. Signed Notice of Award dated September 10, 2024  
Forming part of this PO are the Schedule of Requirements, Technical Specifications, Terms and Conditions, the bid, and Notice of Award issued

(Amount in Words) **ONE MILLION FIVE HUNDRED FIFTY-EIGHT THOUSAND FIVE HUNDRED FIVE PESOS** **P 1,558,505.00**

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

Very truly yours,

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

*[Signature]*  
\_\_\_\_\_  
(Signature over printed name)  
9/20/2024  
Date

*[Signature]*  
**VHINCENT G. CAÑARES**  
Director, MSD

Funds Cluster: <u>OSA</u>	ORS/BURS No.: <u>02-206440-2024-09-003305</u>
Funds Available: <u>1,558,505.00</u>	Date of the ORS/BURS: <u>SEP 12, 2024</u>
	Amount: <u>P 1,558,505.00</u>

*[Signature]*  
**Donnie O. Esguerra**  
Director, FMD

**SEC Bids and Awards Committee**  
**RECEIVED**

SEP 25 2024

*[Signature]* 12:00 pm

SECURITIES AND EXCHANGE COMMISSION  
BID OPENING UNIT  
12 SEP 2024  
RECEIVED  
10:19