



Kaagapay ng Komunidad sa Maginhawang Pamumuhay

**PURCHASE ORDER**

Supplier: OPTIMUM BUSINESS PRODUCTS	P.O. No.: 2024-12-232
Address: UNIT 2105 CITYLAND PASONG TAMO TOWER, 2210 CHINO ROCES AVENUE, PIO DEL PILAR, MAKATI CITY	Date: 12/05/2024
TIN: 100-944-519-0000	P.R. No.: 2024-09-871
Mode of Procurement: Shopping	Date: <del>08/30/2024</del> 09/10/2024 <i>pro</i>

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

Place of Delivery: 8737 BDO PLAZA PASEO DE ROXAS MAKATI CITY	Delivery Term: FOB Destination
Date of Delivery: 15 WORKING DAYS UPON RECEIPT OF APPROVED PURCHASE ORDER	Payment Term: 15 working days upon complete delivery

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
A-001-712	pc	HP toner 955 or 955xl - Black-HP toner 7740 High Yield Original Ink Cartridge	2	1,450.00	2,900.00
A-001-713	pc	HP toner 955 or 955xl - Cyan-HP 955XL High Yield Original Ink Cartridge	1	1,050.00	1,050.00
A-001-714	pc	HP toner 955 or 955xl - Yellow-HP toner 7740 High Yield Original Ink Cartridge	1	1,050.00	1,050.00
A-001-715	pc	HP toner 955 or 955xl - Magenta-HP 7740 High Yield Original Ink Cartridge	1	1,050.00	1,050.00

Funded by:  
BUR # M-244-3277  
Dated: 12/12/2024

Total Amount in Words: **SIX THOUSAND FIFTY AND 00/100 ONLY** **6,050.00**

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. Note: This is to approve the BAC recommendation (BAC Reso No. 274, S. 2024) for the use of Alternative Mode of Procurement under sec. 52, 52.1(b), 52.2, 52.3, 52.4 of IRR of RA9184 and award of contract to above mentioned supplier.

Conforme: \_\_\_\_\_ Very truly yours,  
  
Signature over Printed Name of Supplier \_\_\_\_\_ **ATTY. LEO B. DEOCAMPO**  
Date \_\_\_\_\_ Authorized Official *[Signature]*

Funds Available: \_\_\_\_\_  
  
\_\_\_\_\_  
**DANTE M. ANABE**  
Chief Accountant *[Signature]*