



PURCHASE ORDER

SUPPLIER: PHILCOPY CORPORATION		P.O. No. 2022-025
Address: 793 JP Rizal Ave. Poblacion, Makati City, Metro Manila		Date: <b>DEC 16 2022</b>
TIN		End User
Tel/Fax #:		P.R. No. 2022-025
Gentlemen.		Mode of Procurement: Small Value Procurement

Please deliver the following article(s), product(s), supplies, or materials listed below, subject to the terms and conditions contained therein.

DESCRIPTION/ BRAND/ STOCK NO./ PRODUCT CODE	QTY.	UNIT	UNIT PRICE	AMOUNT
HEAVY DUTY PAPER SHREDDER	1	PC	34,070.00	34,070.00
			<b>TOTAL AMOUNT</b>	<b>34,070.00</b>

TOTAL AMOUNT IN WORDS	THIRTY FOUR THOUSAND SEVENTY PESOS ONLY		
PLACE OF DELIVERY	DBP- BOGO BRANCH	DELIVERY TERM :	1-2 weeks upon receipt of PO
DATE OF DELIVERY	1-2 weeks upon receipt of PO	PAYMENT TERM :	Full payment upon DELIVERY
TIME OF DELIVERY	OFFICE HOURS (8:00 AM - 5:00 PM)	COUNTRY OF ORIGIN :	Philippines

- Subject to the following conditions:
- The above prices are inclusive of V.A.T.
  - For every day of delay, 1/10 or 1% of the price of the undelivered quantity will be deducted from the total price.
  - Items delivered are subject to inspection and acceptance prior payment.
  - When requesting payment, please present your Billing Statement/ Statement of Account/ Sales Invoice/ Charge Slip, as the case may be.
  - If delivery cannot be completed within the specified date, please return this P.O.
  - This transaction shall be subjected to the specific terms and conditions set forth in the Terms of Reference/ Scope of Works/ Technical Specification.
  - Further, the following documents shall be attached, deemed to form, and be read and construed, as part of this Purchase Order, to wit:
    - > General and Special Conditions of Contract
    - > Terms of Reference/ Scope of Works/ Technical Specifications; and
    - > Other contract documents that may be required by existing laws and/or DBP
  - For the avoidance of doubt, in the conflict or inconsistency between the above mentioned documents and this Purchase Order of precedence shall be:
    - > The General and Special Conditions of Contract
    - > The Terms of Reference/ Scope of Work/ Technical Specifications; and
    - > This Purchase Order

PROCESSED:	We accept this Purchase Order with all items and conditions. We certify that we have not given nor do we intend to give amount of money or gift in any form whatsoever to any official or employee of the DBP for the purpose of securing this P.O. or having the payment hereof expedited. We understand and accept that such acts on our part shall constitute sufficient ground for the DBP to revoke this P.O. and cause us to be excluded from further dealings with the Bank.
ADMINISTRATIVE ASSISTANT	
CHECKED:	
BRANCH SERVICES OFFICER	<p style="text-align: right;"><b>PHILCOPY CORPORATION</b> (Printed Name of Supplier / Contractor)</p> <p>By: (Duty Authorized Representative)</p>
APPROVED BY:	<p>Signature _____</p> <p>Printed Name _____</p> <p>Position _____</p> <p>Date _____</p>

-Original Signed-