



Republic of the Philippines
APO PRODUCTION UNIT, INC.
 PIA Building, Visayas Avenue, Brgy. VASRA,
 Quezon City, Metro Manila, Philippines 1128



PURCHASE ORDER NO.: 004807

Date: January 22, 2024

CANON MARKETING PHILS., INC.

2024-1-000731

Supplier : _____

PR No. : _____

Address : 7/F Commerce & Industry Plaza, Campus Ave., cor Park Ave., Mckinley Hill, Taguig City

Date : _____

TIN : 000-159-448-000

Date : January 16, 2024

Mode of Procurement: **DIRECT CONTRACTING UNDER SEC 50 (c)**

Job Order No. : _____

Gentlemen:

Please furnish this Office the following articles, products, supplies/materials listed below, subject to the terms and condition contained herein:

Place of Delivery: **APO QUEZON CITY**

Payment Term: **CASH-ON-DELIVERY**

Date of Delivery: **3-5 days upon receipt of P.O**

Delivery Term : _____

Description	Quantity	Unit	Unit Cost	Amount
PROCUREMENT OF FF. CONSUMABLES:				
Cyan Toner	2	UNITS	27,970.00	55,940.00
Magenta Toner	3	UNITS	27,970.00	83,910.00
Black Toner	2	UNITS	23,390.00	46,780.00
Yellow Toner	3	UNITS	27,970.00	83,910.00
***for Canon Color Printer Model Imagepress C910				
				270,540.00
TWO HUNDRED SEVENTY THOUSAND FIVE HUNDRED FORTY PESOS				270,540.00
(Total Amount in Words)				270,540.00

NOTE: This is included in the approved APP for CY 2024.
FOR: PRE-PRESS DEPT. USE

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.

Conforme:

Signature

FE B. DIMAYUGA
 Purchasing Manager

DAISY M. GALVADORES
 Supply Chain Manager

Signature over Printed Name of Supplier

Authorized Official

Date

Prepared by
JOHN CARLO C. BATALLA

Funds Available:
KRISTINE A. BALUYOT

Approved by:
HERMAN EMILIANO MEDINA-CUE
 President

Chief Accountant

General Manager