



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



PURCHASE ORDER NO.: 004852

Date: February 27, 2024

Supplier : **ECOPY CORPORATION**
 Address : **65 Sen Gil Puyat Palanan, Makati City**
 TIN : **219-274-001-000**
 Mode of Procurement: **DIRECT CONTRACTING**

PR No. : **2024-2-000791**
 Date : **February 14, 2024**
 Job Order No. : _____

Gentlemen: **UNDER SEC 50 (c)**
 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: **15 days upon receipt of Sales Invoice**
 Date of Delivery: **15 days upon receipt of P.O** Delivery Term : _____

Description	Quantity	Unit	Unit Cost	Amount
PROCUREMENT OF THE FF:				
INK TONER BLACK = MX-23FTBA	8	PCS	5,415.00	43,320.00
INK TONER CYAN = MX-23FTCA	4	PCS	7,188.00	28,752.00
INK TONER MAGENTA = MX-23FTMA	3	PCS	7,188.00	21,564.00
INK TONER YELLOW = MX-23FTYA	3	PCS	7,188.00	21,564.00
NOTE: This is included in the approved COB for CY 2024				
FOR: APO LIMA PLANT				

(Total Amount in Words) **ONE HUNDRED FIFTEEN THOUSAND TWO HUNDRED PESOS** **115,200.00**

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.

Conforme:

[Signature]
 Signature over Printed Name of Supplier

[Signature]
FE B. DIMAYUGA
 Purchasing Manager

Very truly yours,

[Signature]
DAISY M. GALVADORES
 Supply Chain Manager
 Authorized Official

03-04-24
 Date

Prepared by:

LORRAINE G. FRANCISCO

Funds Available:

KRISTINE A. BALUYOT

Approved by:

[Signature]
HERMAN EMILIANO M. MEDINA-CUE
 General Manager
President