



PURCHASE ORDER
DEPARTMENT OF FINANCE

Supplier : NEED INK SALES & SERVICES Address : G/F 146, Shaw Blvd., Extension, Bagong Ilog, Pasig City TIN : 206-149-524-004		P.O. No. : 2022-09-0116 Date : September 05, 2022 Mode of Procurement : NP - Small Value Procurement			
Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein:					
Place of Delivery : <u>Department of Finance</u> Date of Delivery : _____		Delivery Term : <u>15 calendar days from receipt of PO</u> Payment Term : <u>Government Terms</u>			
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	Replacement of Drum Brother Drum 2355	8	P2,400.00	P19,200.00
	unit	HP Laserjet CF219A with Chip Drum Unit	4	P2,000.00	P8,000.00
	unit	Brother DR-3455 Black Drum Unit	9	P6,000.00	P54,000.00
					P81,200.00
(Total Amount in Words) <u>Eighty One Thousand Two Hundred Pesos Only</u>					
<p>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 on the undelivered item/s.</p> <div style="display: flex; justify-content: space-between;"><div style="width: 45%;"><p>Conforme:</p><div style="text-align: center; margin-top: 20px;"> Signature over Printed Name of Supplier <u>9-13-22</u> Date</div></div><div style="width: 45%; text-align: right;"><p>Very truly yours,</p><div style="text-align: center; margin-top: 20px;"> ALVIN P. DIAZ Signature over Printed Name of Authorized Official Director IV Designation</div></div></div>					
Fund Cluster : _____ Funds Available : _____ <div style="text-align: center; margin-top: 20px;"> LOIDA P. LAGUYO, Officer-in-charge Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit</div>			01/01/01 2022-09-02 302 ORS/BURS No. : 01/01/01 2022-09-02 303 Date of the ORS/BURS: 9/8/22 Amount : 81,200.00 502/3050-03 RPS / cmid		

TERMS AND CONDITIONS

- 1 Suppliers should see to it that the full services required and quality ordered are delivered within the prescribed period in accordance with the price quotation at the back hereof. This Purchase Order should accompany the delivery Invoices.
- 2 Suppliers failure to make the delivery when due, the Department of Finance shall impose the following penalties (a) to deduct for each day of delay 1/ 10 of one percent (1%) of the amount of the delayed delivered item (s) or (b) the Department may opt to canvass from one suppliers and charge the balance to the herein Suppliers if the price canvassed is lower than the price of herein quoted.
- 3 Suppliers agrees to deliver / render the service ordered only during the official hours of the government except when a special arrangement is made before the acceptance of the Purchase Order by the Suppliers.
- 4 If the Suppliers cannot serve this Order for any reason he must return this Order accompanied by this written explanation within the period of delivery of the merchandise.
- 5 Service rendered are subject to government inspection and the DEPARTMENT reserves the right to cancel the Purchase Order and rejects the service delivered if found not in accordance with the specification called in the order.
- 6 The DEPARTMENT reserves the right to ban or reject any Purchase Order entered into by the herein Suppliers in violation of the above terms and conditions.
- 7 The Suppliers bond maybe confiscated if the suppliers refuse to accept this Purchase Order and abide by this Terms and Conditions.

