



DEPARTMENT OF ENERGY

ORIGINAL

Energy Center, Rizal Drive cor. 34th St., Bonifacio Global City, Taguig

PURCHASE ORDER

PR No. 01-0101-2024-04-M0199

Supplier : TONERCYCLE TRADING	P.O. No. : 2024-05-104
Address : Bo. Obrero, Vinzon St., Davao City	Date : 05/09/2024
TIN : _____	Mode of Procurement : AMP-NP 53.9
Reso No. M138 s. 2024	

Gentlemen: **MR. ERWIN RECLA**

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

Place of Delivery : DEPARTMENT OF ENERGY - Mindanao Field Office, 3rd Flr Tolentino Bldg. Candelaria Ave., Davao City (K. B. J. Soterno)	Delivery Term : within 30 days upon receipt of PO
Date of Delivery : _____	Payment Term : Payment will be process within 30 days upon completion of delivery of all items and services, submission of all required documents & issuance of certificate of acceptance from the end-user. Payment is through Check subject to government budgeting, accounting and auditing rules.

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	lot cart cart	PROCUREMENT OF SUPPLY AND DELIVERY OF THE 1ST QUARTER OFFICE SUPPLIES			
		INK SUPPLIES	1	14,000.00	₱ 14,000.00
		HP Laserjet CE285A	2		
		HP Laserjet CF279A	2		
		<p>a. It would be agreed that there is no escalation of the quotation price</p> <p>b. Supplies must be delivered in good quality and in exact quantity as stated in the Purchase Order. Any defective/damaged items found within 10 calendar days shall be replaced by the Supplier at no cost within 7 calendar days upon notification.</p> <p>c. The quotation prices will be inclusive of any kind of taxes, fees and charges and other local exactions.</p>			
				TOTAL	sub-total ₱ 14,000.00 ₱ 14,000.00

(Total Amount in Words) **Fourteen Thousand Pesos Only**

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 underdelivered item/s.

This PO serves as the Notice to Proceed (NTP) when signed by the Supplier.

Conforme: Very Truly yours:

Signature over Printed Name of Supplier **ERWIN RECLA** Signature over Printed Name of Authorized Official **NILO J. GEROCHE**

05/20/2024 **rsp/KBJS** Director, MEO

Date Designation

Fund Cluster : _____ ORS/BURS No. : _____