CIVIL SERVICE COMMISSION
Republic of the Philippines

PURCHASE ORDER

TO: **DOÑA ALEJANDRA, INC.**
Ground Floor, ESNA Building, #30 Timog Avenue, Quezon City

Telephone No.: 8921-7715
Attn: Mr. Jason Ivan Co
Authorized Representative

P.O. No. 2020-03-0032
Date: March 5, 2020
Mode of Procurement :
NP - Small Value Procurement
PR# 2020020109 (OFAM)

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

Place of Delivery: Civil Service Commission, Constitution Hills, Quezon City - OFAM at Lower Ground Floor - 8931-7935 loc. 508

Delivery Period: Seven (7) working days upon receipt of Purchase Order

Item No.	Qty.	Unit	Description	Unit Cost	Amount
1	3	cart	Canon, LBP6000, Toner Cartridge, Black (Kreyoly)	2,590.00	7,770.00
2	2	cart	Brother, DR3455, Drum Unit (Kreyoly)	6,215.00	12,430.00
3	4	cart	Brother, TN3448, Toner Cartridge, Black (Kreyoly)	4,754.00	19,016.00
			xx-Nothing Follows-xx		

Inclusive of Government Taxes

(Total amount in words)
Thirty Nine Thousand Two Hundred Sixteen Pesos Only — Php39,216.00

In case of failure to make 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.

Very truly yours,

MARIA VICTORIA M. SALAZAR
Acting Director IV

Conforme:
(Signature over printed name)
Date: 3/12/2020

Requisitioning Office/Division	Funds Available:	Amount: Php39,216.00
JULIUS B. REMUDARO Office Provisional Member / End-User Representative to the BAC	ESCARLET G. CONDE Chief - Accounting Division	OS No.