

**PURCHASE ORDER**

<b>1</b> Supplier/Provider: <b>GROUP 5 COMPUTER PRODUCTS AND SUPPLIES, INC.</b>		<b>2</b> P. O. Number: <b>2023-12-0240</b>	
Address: <b>UG-35 Cityland 9 Dela Rosa Street, Makati City</b>		Date: <b>19-Dec-23</b>	
Tel./Fax No.: <b>8812-9157-59 / banagbeverly@yahoo.com</b>		P.R. No.: <b>2023-11-0243</b>	
TIN: <b>008-978-610-000</b>		Date: <b>November 20, 2023</b>	
		Mode of Procurement: <b>53.9 Small Value Procurement</b>	

**3**  
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein

Item No.	Stock No.	Qty	Unit	Item Description	Cost (PhP)	
					Unit	Total
<b>PROCUREMENT OF INK SUPPLIES FOR THE CKMO PRINTERS</b>						
1		13	btls	Genuine HP Ink Advantage 680/682 Black	PHP 500.00	PHP 6,500.00
2		13	btls	Genuine HP Ink Advantage 680/682 Tri-Color	PHP 500.00	PHP 6,500.00
3		12	btls	Genuine HP 955XL Black	PHP 2,000.00	PHP 24,000.00
4		5	btls	Genuine HP 955XL Cyan	PHP 1,400.00	PHP 7,000.00
5		5	btls	Genuine HP 955XL Magenta	PHP 1,400.00	PHP 7,000.00
6		5	btls	Genuine HP 955XL Yellow	PHP 1,400.00	PHP 7,000.00

Amount in Words: **FIFTY-EIGHT THOUSAND PESOS ONLY**

Total: **PHP 58,000.00**  
\*Subject to Applicable Taxes  
GROSS **PHP 58,000.00**

**4** Place of Delivery: **PCC** Delivery Term:  - Pick-up  - **Fifteen (15) days upon receipt of the Signed Purchase Order from the Supplier**

Date of Delivery/Completion: \_\_\_\_\_ Payment Term:  - COD  - **Fifteen (15) days upon completion of delivery**

Note: All materials replaced during the repair job shall be surrendered upon delivery of equipment to facilitate processing of payment. Unless otherwise indicated, the above terms and conditions are deemed accepted and form part thereof.

**5** Penalty Provision:  
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]* Very truly yours, *[Signature]*  
**KENNETH V. TANATE, PhD**  
Executive Director and Head of the Procuring Entity  
Date: **21 Dec 2023**

Supplier signature over printed name: **KENT ANGELO S. LARIBA**  
Date: **12-27-23**

**6** Funds Available: *[Signature]*  
**REUBEN JONATHAN P. MONTENEGRO**  
Chief Accountant

**7** Amount: **₱58,000.00** ALOBS No.: \_\_\_\_\_  
Date: \_\_\_\_\_

