



REPUBLIC OF THE PHILIPPINES
PHILIPPINE GUARANTEE CORPORATION
 17th Floor BDO Towers Valero, 8741 Paseo De Roxas Street, Makati City
 Tel. No. 885-4700 / Fax # . 893-4852
 TIN: 000-597-323-000 NV

FM-L3-AD-12
 Revision 0
 Effectivity: June 15, 2016

JOB ORDER

SUPPLIER INFORMATION

OTUS COPY SYSTEM, INC.
 10th Floor MG Tower No. 75 Shaw Blvd, Brgy. Daang Bakal, PH
 245-110-268-000

PHONE/FAX:
 ATTENTION:

TRANSACTION INFORMATION

Status: JO
 JO NO: 1240000654
 JO Date: 07-Sep-2022
 PAYMENT TERMS: 30 Days

Please deliver within 120 calendar days upon receipt of this order the following item/s to the General Services Department, Trade and Investment Development Corporation of the Philippines, 17th Floor Citibank Tower, Citibank Plaza, Valero St., Makati City.

Item No.	Qty	Unit	Articles / Description	Unit Cost	Total Cost	VAT	Net Value
	1	PCS	Side Cover - L/H Assembly 848K 39594	12,576.79	12,576.79	1,509.21	14,086.00
	4	PCS	APIV - C3370 Drum Cartridge	15,558.04	62,232.14	7,467.86	69,700.00
	3	PCS	DP M465 Drum Cartridge	7,946.43	23,839.29	2,860.71	26,700.00
TOTAL QTY ORDER: 8				TOTAL:	98,648.21	11,837.79	110,486.00

Funds Available:

P 110,486.00

RECOMMENDING APPROVAL:

APPROVED

Mercedita Cadavero Lapada
 Dept Head (VP) - Budget Management
 Department

Lloyd Alferes Sioson
 Dept Head (VP) - Information
 Technology Department

Marilou Adea Medina
 Group Head (Senior VP) -
 Comptrollership Group

Please submit upon delivery four (4) copies each of your Invoice/Delivery Receipt showing our P.O. No., two (2) copies each of Certificate of Registration of Business Name, the Articles of Incorporation, in case of corporations and Vat Registration Certificate.

If you fail to comply with your delivery commitment, or if the materials that you will deliver are not in accordance with your offer and will be rejected by the requisitioner, award will be given to the next lowest bidder or purchase of said materials will be made in the open market and the differences in price to be charged against you.

Delay in delivery of the above item/s is subject to penalty of 1/10 of 1% of the total value of this Order each day of delay. Please return duplicate copy hereof to this Office duly signed by your authorized representative.

In case this matter is referred to an attorney-at-law for collection or legal action, you agree to pay the sum equivalent to ten percent (10%) of the amount involved but in no case less than Twenty Thousand Pesos (P 20,000.00) for and as attorney's fees and the cost of litigation.

The venue of court action, whether commenced by either of the parties, shall be laid exclusively in the proper court of Makati City.

This agreement is subject to such additional terms that the parties may agree upon in writing.

REFERENCE OF PRICES:

RECEIVED ORIGINAL PURCHASE ORDER: _____

REFERENCE REQUISITION NO.

DATE _____

BIR PERMIT NO: 050-CBA-031912-000628

DATE ISSUED: 19-MAR-2012

SERIES NO: 4000001 to 40009999

RECEIVED BY: EMELIE CASTRO
 Sept. 15, 2022