Appendix 61

PURCHASE ORDER

ILOILO SCIENCE AND TECHNOLOGY UNIVERSITY

Burgos St., LaPaz, Iloilo City

DOC # 80130

Supplier : **PHILIPPINE DUPLICATORS INC** P.O. No. : 2025-03-027

Address : Cor. Burgos-Magdalo Sts., La Paz, Iloilo City Date : March 17, 2025

TIN : 412-893-007 Mode of Procurement : **DIRECT CONTRACTING**

Gentlemen:

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

Place of Delivery : Burgos Street, La Paz, Iloilo City Delivery Term : 30 Calendar Days upon receipt of NTP

Date of Delivery : Payment Term : CHARGE

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	toner	**TONER | BRAND: RICOH** Toner for IM C2000 Black	5	5,425.00	27,125.00
2	toner	**TONER | BRAND: RICOH** Toner for IM C2000 Yellow	5	10,675.00	53,375.00
3	toner	**TONER | BRAND: RICOH** Toner for IM C2000 Magenta	5	10,675.00	53,375.00
4	toner	**TONER | BRAND: RICOH** Toner for IM C2000 Cyan	5	10,675.00	53,375.00
5	toner	**TONER | BRAND: RICOH** Toner for MP2014AD *Warranty Period: 3 months* ***** Nothing Follows***** For official use. To be used in the operations of the Photocopier in the office. Requested by: Emily A. Dela Cruz, Ph.D.	5	3,700.00	18,500.00
				Total	205,750.00

(Total Amount in Words): TWO HUNDRED FIVE THOUSAND SEVEN HUNDRED FIFTY 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 undelivered item/s.

Conforme: Very truly yours,

PHILIPPINE DUPLICATORS INC
Name of Supplier
4-23-25
Date

GABRIEL M. SALISTRE, JR., PEE, DIT
University President
APR 16 2025
Date

Fund Cluster : 101
Funds Available :

JESSICA M. GENZOLA
Accountant IV

ORS/BURS No. : 2025-04-0412
Date of the ORS/BURS: ____
Amount : **205,750.00**

DC-2025-006 APR 15 2025 ABC 246,900.00 *van2025*