



Republic of the Philippines
Department of Agriculture
AGRICULTURAL TRAINING INSTITUTE
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100
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PURCHASE ORDER

SUPPLIER: E-COPY CORPORATION
ADDRESS: 5837 ZOBEL ROXAS ST. PALANAN, MAKATI CITY
TIN: 219-274-001-00000

P.O. No.: 2024-03-38
DATE: Mar. 1, 2024
MODE OF PROCUREMENT: DIRECT CONTRACTING

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

| Place of Delivery: | | ATI, Diliman, Quezon City | | Delivery Terms: 30 WORKING DAYS | |
|--|------|--|-----|---------------------------------|------------|
| Date of Delivery: | | | | Payment Term: LDDAP | |
| STOCK NO. | UNIT | DESCRIPTION | QTY | UNIT COST | TOTAL COST |
| | | Cashier | | | |
| | cart | Sharp AR-5631- Toner Cartridge AR-310FT | 1 | ₱ 8,692.00 | ₱ 8,692.00 |
| | | IAU | | | |
| | cart | Sharp BP-20C25- Toner Black | 2 | 5,103.00 | 10,206.00 |
| | cart | Sharp BP-20C25- Toner Cyan | 2 | 7,105.00 | 14,210.00 |
| | cart | Sharp BP-20C25- Toner Magenta | 2 | 7,105.00 | 14,210.00 |
| | cart | Sharp BP-20C25- Toner Yellow | 2 | 7,105.00 | 14,210.00 |
| | | COA/ADO | | | |
| | cart | Sharp DX-2500 (Black) | 6 | 5,334.00 | 32,004.00 |
| | cart | Sharp DX-2500 (Cyan) | 4 | 5,912.00 | 23,648.00 |
| | cart | Sharp DX-2500 (Magenta) | 3 | 5,912.00 | 17,736.00 |
| | cart | Sharp DX-2500 (Yellow) | 4 | 5,912.00 | 23,648.00 |
| | | Budget | | | |
| | cart | Sharp BP-30C25Y-BP-FT30BA Toner Black | 3 | 5,397.00 | 16,191.00 |
| | cart | Sharp BP-30C25Y-BP-FT30CA Toner Cyan | 2 | 9,687.00 | 19,374.00 |
| | cart | Sharp BP-30C25Y-BP-FT30MA Toner Magenta | 2 | 9,687.00 | 19,374.00 |
| | cart | Sharp BP-30C25Y-BP-FT30YA Toner Yellow | 2 | 9,687.00 | 19,374.00 |
| | | Records | | | |
| | cart | Sharp MX-M265NV-Toner Cartridge MX-315FT | 1 | 8,663.00 | 8,663.00 |
| Purpose: 1st Semester 2024 consumables (toner/cartridge) to be used for Sharp Copier of AFU-OD. | | | | | |



TOTAL AMOUNT IN WORDS:
TWO HUNDRED FORTY-ONE THOUSAND FIVE HUNDRED FORTY PESOS ONLY ₱ 241,540.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for everyday of delay shall be imposed.

CONFORME:

Signature Over Printed Name of Supplier
MARCH 15, 2024
Date

Very truly yours,

REMEZON RECOTER, MNSA, CESO III
DIRECTOR IV

MAR 07 2024

FUNDS AVAILABLE:

GILLIAN ROSE C. LARGO
OIC-CHIEF ACCOUNTANT

OR/BUR No.: 2024-03-303
03-05-24
Amount: ₱ 241,540