

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

**PURCHASE ORDER**

Supplier: **DELSAN OFFICE SYSTEM CORP.**  
 Address: 7893 Lawaan St., San Antonio Village, Makati City

P.O. # 022-12-234  
 Date: December 29, 2022

TIN: 000-661-004-000  
 Account No.: 0301-0146-94 Bank: BPI (Harrison Buendia)  
 Telephone: 896-7688 loc 121-124 Fax: 890-3079

Mode of Procurement: Direct Contracting

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

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL

Delivery Term: w/in Thirty (30) working days upon receipt of P.O.

Date of Delivery:

Payment Term: w/in 30 Days upon final inspection and acceptance (Bank to Bank)


Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	cart	Procurement of: <b>ADDITIONAL TONER/INK SUPPLIES FOR MANAGED PRINTING</b> Canon Cartridge 055H BK-HY Description: Black Cartridge for LBP664Cx/MF746CX 7,600 yield ISO St Color: Black Other Specs: High Yield	4	Php 9,000.00	Php 36,000.00

Total Amount in Words: **Thirty Six Thousand Pesos Only** Php 36,000.00

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

Conforme: *Sherry de Guzman*  
 (Signature over printed name)  
12-29-22  
 (Date)

Very truly yours,  
  
**JESSICA L. CASTRO**  
 CAO, Administrative Division  
  
**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available: ALOBS: 02-101001-2022-12-773  
 Amount: ₱ 36,000.00  
  
**ARIEL J. UBIÑA**  
 Chief Accountant