

2025
 FEB 28 2025

PURCHASE ORDER

Supplier: **DELSAN OFFICE SYSTEMS CORPORATION**
 Address: 7893 Lawaan St. San Antonio Village, Makati City
 TIN: 000-661-004-000
 Account No.: 1781-1312-68
 Telephone: 8896-7688
 Bank: LBP - Pasong Tamo Branch
 Email: sherryl.deguzman@delsanonline.com

P.O. # **025-02-040A**
 Date: February 28, 2025
 Mode of Procurement: Renewal of Regular and Recurring Services

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: Within Thirty (30) days upon receipt of PO

Date of Delivery:
 Payment Term: Within 30 days from Issuance of Inspection and Acceptance Report (Bank to bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	CONTRACT EXTENSION FOR THE PROCUREMENT OF SUPPLY & DELIVERY OF ADDITIONAL TONERS WITH FREE USE OF PRINTER Duration: March to April 2025 or upon full consumption of Contract Price, whichever comes first 45 units of EP-057H Toner Cartridge for Monochrome Printer With One Hundred Three (103) units Brand New Network Ready Monochrome Laser Printer (Model: Canon LBP226dw) With Nine (9) units Brand New Network Ready Colored Laser Printer (Model: Canon LBP664CX) With One (1) in-house technician (8 hours x 5 days per Monday - Friday) The following documents shall be deemed to form & construed as part of this agreement: I. PO 024-01-003 II. Notice of Extension III. Other documents as may be required by laws	1	Php 409,500.00	Php 409,500.00

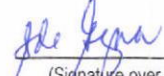
Total Amount in Words: **Four Hundred Nine Thousand Five Hundred Pesos Only** Php 409,500.00

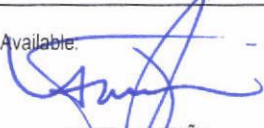
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Conforme: 
 (Signature over printed name)
 03-07-2025
 (Date)

Funds Available: 
 ALOBS: 02-101101-2025-03-114
 Amount: ₱ 409,500.00
ARIEL J. UBIÑA
 Chief Accountant