



**COURT OF TAX APPEALS**  
Agham Rd., North Triangle, Diliman, Quezon City

**PURCHASE ORDER**

Supplier :	PHILCOPY CORPORATION	P. O. No. :	2023-07-161
Address :	P.O. Box 5190, Philcopy Bldg., 793, J. Rizal St., Makati City, Metro Manila	Date :	July 17, 2023
Tel. No. :	8899-8625 / 0917-307-7458	Mode of Procurement :	Direct Contracting
TIN :	000-169-318-000		
PRN :	2001-1703		

Madam:

Please furnish this Office the following item/s subject to the terms and conditions contained herein and the Request for Quotation.

Place of Delivery:	COURT OF TAX APPEALS	Payment:	Three (3) days upon receipt of	
Date of Delivery :	Within seven (7) calendar days from receipt of P.O.		goods and services and demand for payment	
UNIT	DESCRIPTION	QTY.	UNIT COST	TOTAL AMOUNT
piece	INK TONER for Kyocera Ecosys, P3045dn Printer TK-3165 ***Nothing Follows***	66	₱ 9,500.00	₱ 627,000.00
<b>SIX HUNDRED TWENTY-SEVEN THOUSAND PESOS ONLY</b>				<b>₱ 627,000.00</b>

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 everyday of delay shall be imposed on the undelivered item/s.

Moreover, the obligation for the warranty shall be covered by retention money in the amount equivalent to one percent (1%) of the total contract price. The said amount shall be only released after the lapse of the warranty period. Provided, however, that the goods are free from patent and latent defects and all conditions imposed under the contract have been fully met.

Very truly yours,

*ANNE BENITA S. AUSTIN*  
**ANNE BENITA S. AUSTIN**

Chief Judicial Staff Officer  
Procurement & Property Management Division

Recommending Approval

**BIDS AND AWARDS COMMITTEE 1**

*AB Fernando*  
**ATTY. DANILO B. FERNANDO**  
Chairperson

*ELsie R. Tiauzon-Forteza*  
**ELSIE R. TIAUZON-FORTEZA**  
Vice-Chairperson

*ATTY. Jesus P. Inocando, Jr.*  
**ATTY. JESUS P. INOCANDO, JR.**  
Regular Member

*Clifford P. Torralba*  
**ATTY. CLIFFORD P. TORRALBA**  
Provisional Member

*ATTY. MA. Victoria P. Dural*  
**ATTY. MA. VICTORIA P. DURAL**  
Provisional Member

*Vicente G. Clemente*  
**VICENTE G. CLEMENTE**  
Provisional Member

CONFORME:

APPROVED:

*SANDY MAR L. TENDRIB*  
**SANDY MAR L. TENDRIB**  
Signature over Printed Name of Supplier/Date  
July 19, 2023

*ROMAN G. DEL ROSARIO*  
**ROMAN G. DEL ROSARIO**  
Presiding Justice

Fund Cluster: 011 011 01  
Funds Available: ₱ 627,000.00  
*AMelita M. Landicho*  
**AMELITA M. LANDICHO**  
Chief Judicial Staff Officer, Accounting Division

ORS/BURS No.: 02-0110101-2023-07-631  
Date of the ORS/BURS: JUL 18 2023  
Amount : Php 627,000.00