

|  |                             |
|--|-----------------------------|
| Supplier : <b>Apex Office Supplies and Eqt. Trading</b>            | P.O. No. : <b>05-039-23</b> |
| Address : <b>202 Tara Residences, Barangay Culiat, Quezon City</b> | Date : <b>May 4, 2023</b>   |
| Mode of Procurement : <b>Shopping</b>                              |                             |

Gentlemen:

|  |  |
|--|--|
| Place of Delivery <b>GSS, PCAF, DA Compound, Elliptical Rd., Diliman, Q.C.</b> | Delivery Term : <b>7 calendar days</b> |
| Date of Delivery :   | Payment Term : <b>One time payment</b> |

| Stock/<br>Property No.  | Unit     | Description   | Quantity | Unit Cost | Amount    |
|-------------------------|----------|---|----------|-----------|-----------|
|                         | lot      | SEMI EXPENDABLE AND ICT OFFICE SUPPLIES   | 1        |           |           |
|                         | ✓ cart.  | TONER CART, HP CE312A, Yellow   | 1        | 4,500.00  | 4,500.00  |
|                         | ✓ carts. | Ink Cart, C13T00V100 (003), Black   | 45       | 280.00    | 12,600.00 |
|                         | ✓ carts. | Ink Cart, C13T00V200 (003), Cyan  | 6        | 270.00    | 1,620.00  |
|                         | ✓ carts. | Ink Cart, C13T00V300 (003), Magenta   | 6        | 270.00    | 1,620.00  |
|                         | ✓ carts. | Ink Cart, C13T00V400 (003), Yellow  | 6        | 270.00    | 1,620.00  |
|                         | ✓ carts. | Toner Cart, Hp Ce285a (Hp85a), Black  | 3        | 4,200.00  | 12,600.00 |
|                         | ✓ carts. | HP LaserJet CP1025 - Imaging Drum CE314A  | 3        | 4,200.00  | 12,600.00 |
|                         | ✓ pieces | Multiple Socket Extension cord, universal socket, 3 meters long, 3-4 gang                                 | 2        | 950.00    | 1,900.00  |
|                         | ✓ piece  | Portable Sheet-Fed Document Scanner   | 1        | 11,000.00 | 11,000.00 |
|                         |          | <i>Specifications:</i>  |          |           |           |
|                         |          | <i>Compact Size and Footprint; Powered via USB, AC</i>  |          |           |           |
|                         |          | <i>Adapter or built in battery; Wifi and Wifi A/P mode</i>  |          |           |           |
|                         |          | x-x-x-x nothing follows x-x-x-x   |          |           |           |
|                         |          | Purpose: Semi-Expendable and ICT office supplies requirements of PDD-CDS, VMS and SMS in the 2nd quarter. |          |           |           |
| (Total Amount in Words) |          | Sixty Thousand and Sixty Pesos  |          |           | 60,060.00 |

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 on the undelivered items.

Conforme:

**Teddy Jay Fulgencio**

Signature over Printed Name of Supplier

**May 11, 2023**

Date

Very truly yours,

**NESTOR D. DOMENDEN**

Executive Director III

9/5/4

Fund Cluster: **01**

Funds Available: **60,060.00**

**MARIA DIVINA P. GONZALES**

Chief Accountant

ORS/BURS No.: **02-101101-2023-05-418**

Date of the ORS/BURS: **5/8**

Amount: **60,060.00**