



REPUBLIC OF THE PHILIPPINES  
 PASEGURUHAN NG MGA NAGLILINGKOD SA PAMAHALAAN  
 (GOVERNMENT SERVICE INSURANCE SYSTEM)  
 Financial Center, Roxas Blvd, Pasay City 1308  
 Tel. No.: (02)9764900

**Purchase Order No.: 5500018984**  
**COSASDEOFICINA TRADING**  
 Unit 206 #272 Malapantao St, Mandaluyong City

Date: 11/06/2019  
 Ref: LMF

Tel. #: 7442367  
 Fax # :

Posting in Phil-GEPS & GSIS website and in  
 conspicuous places of GSIS HO

Quotations submitted by \_\_\_\_\_ supplier's  
 MOP:

Please deliver to : Financial Center, Roxas Blvd, Pasay City 1308

QUANTITY	UOM	MATERIAL NUMBER	ITEM/DESCRIPTION	UNIT COST	AMOUNT
3	UNI	504922	Printer, Laser (ADOPT-A-SCHOOL) Lampok ng Calapan - Oriental Mindoro	10,000.00	30,000.00
Payment subject to withholding tax of __%, Creditable VAT and __% Expanded Tax. Item/s included in the approved APP for Calendar Year _____					P30,000.00

**IMPORTANT:** Documents required for delivery and payment:  
 1. Original Copy of this Purchase Order  
 2. All deliveries shall be accompanied by Delivery Receipt/Original  
 3. Sales Invoice for complete delivery/original  
 4. Warranty Certificate for equipment

**TERMS & CONDITIONS:**  
 1. Item/s shall be delivered within \_\_\_\_\_ working days after receipt of approved Purchase Order or \_\_\_\_\_ working days after receipt of approved PO thru Fax.  
 2. All PAPER products are subject to paper grammage test w/in fifteen (15) working days after completion of the delivery of the item/s.  
 3. Paid & unpaid delivered items that is/are found to be DEFECTIVE is/are subject to replacement.  
 4. Penalties:  
 a. Delay in delivery - 1/10 of 1% of cost of goods/services.  
 b. Non delivery - the difference between actual cost of purchase & offered cost or 5% of the total cost of the undelivered item/s.  
 c. Grammage deficiency (paper products) shall be applied  
 5. If service PO, attached Terms of Reference form part of this Purchase Order.

ACCEPTED BY:  
 \_\_\_\_\_  
 Name of Company,  
**ORIGINAL SIGNED**  
 Signature Over Printed Name  
 \_\_\_\_\_  
 Date

FOR THE PRES DENT & GENERAL MANAGER  
 By:  
**ORIGINAL SIGNED**  
 RAYMUNDO ANTONIO RES V. PALAD - OFFICER IV - CSAPRFD

Funds Availability : P 30,000.00  
 Classification :  
 WINFRED MANLULU - SO III - BASSAD