



Republic of the Philippines  
Department of Agriculture  
**AGRICULTURAL TRAINING INSTITUTE**  
ATI Building, Elliptical Road, Diliman, Quezon City, Metro Manila 1100  
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**PURCHASE ORDER**

SUPPLIER: **ECOPY CORPORATION**  
ADDRESS: 5837 Zobel Roxas St. Palanan, Makati City

P.O. No.: 2020-12-214  
DATE: 3-Dec-20  
MODE OF PROCUREMENT: DIRECT CONTRACTING

TIN: 219-274-001-00000

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

Place of Delivery: ATI, Diliman, Quezon City  
Date of Delivery:

Delivery Terms: 7 WORKING DAYS  
Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	pc	Drum	4	3,330.00	13,320.00
	pc	Main Charger Kit	4	2,285.00	9,140.00
	pc	Developer (Black)	1	2,245.00	2,245.00
	set	Developer (C, Y, M))	1	39,429.00	39,429.00
	pc	Primary Transfer Belt Kit	1	8,525.00	8,525.00
	pc	Primary Transfer	1	510.00	510.00
	pc	PTC Kit	1	660.00	660.00
	pc	Web Cleaning Kit	1	2,376.00	2,376.00
	pc	Cleaning Roller Kit	1	3,075.00	3,075.00
	pc	Pick Up Roller	4	815.00	3,260.00
	pc	Paper Feed Separate Roller	8	815.00	6,520.00
	pc	Separate Roller	1	517.00	517.00
	pc	Paper Feed Roller	1	1,179.00	1,179.00
	pc	Pressure Roller Kit	1	5,050.00	5,050.00
	pc	Fusing Belt Kit	1	6,045.00	6,045.00
	pc	Thermistor Sub	1	2,795.00	2,795.00
	pc	Lower Thermistor	1	1,048.00	1,048.00
		<b>Purpose:</b> For the repair of Sharp Printer in Accounting Office			

**TOTAL AMOUNT IN WORDS:**

**ONE HUNDRED FIVE THOUSAND SIX HUNDRED NINETY-FOUR PESOS ONLY**

**₱ 105,694.00**

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

COMFORME:

*EDISON G. MARTINEZ*  
Signature Over Printed Name of Supplier

*01-18-21*  
Date

Very truly yours,

*ALFREDO S. ATON*  
DIRECTOR IV

FUNDS AVAILABLE:

*ALYZA JANE VILLAMARZO*  
OIC HEAD, ACCOUNTING UNIT

OR/BUR No.: 2020-12-1380  
12-09-20

Amount: *Php- 105,694*

*12/10/2020*