



# PURCHASE ORDER

Republic of the Philippines  
Office of the President  
**PHILIPPINE SPORTS COMMISSION**  
Rizal Memorial Sports Complex  
Pablo Ocampo Sr. Street, Malate, Manila



Supplier : <b>E-COPY CORPORATION</b>	P.O. No.: 2025-05-28-001 (ADMIN)
Address : G/F 65 Sen. Gil Puyat., Palanan 1235 Makati City	Date : May 28, 2025
TIN 219-274-001-00000	Mode of Procurement : Direct Contracting
Tel. No. 0917-6388336 / 0918-9059807	
Fax	

Gentlemen:

Please furnish this office the following article subject to the terms and conditions contained herein:

Place of Delivery <b>RMSC</b>	Delivery Term : 10 Calendar days
Date of Delivery	Payment Term : 30 days

Stock No.	Unit	Description	Quantity	Unit Cost	Amount in Peso
1	pcs	Toner, Yellow	2	14,390.00	28,780.00
2	pcs	Toner, Magenta	2	14,390.00	28,780.00
3	pcs	Toner, Black	4	7,315.00	29,260.00
4	pcs	Toner, Cyan	4	14,390.00	57,560.00
***nothing follows***					
For Sharp Copier Machine MX-3051 at Board Secretary Office					

(Total Amount in Words) One Hundred Forty Four Thousand Three Hundred Eighty Pesos Only **144,380.00**

The supplier must sign the original purchase order by **48 hours**. Requests for extension must be made in writing before the deadline. A non-extendable period of 3 days may be granted at the discretion of the PSC. In case full delivery is not made on time, **a penalty of one-tenth 1/10 of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted.** The PSC has the right and full discretion to cancel this purchase order in case of delays in signing the same, delivery &/or compliance with other terms.

Conforme:

Signature over Printed Name of Supplier  
Date **June 2 2025**

Approved by

**PAULO FRANCISCO C. TATAD**  
Executive Director

Funds Available:

**JOHN PAUL M. BOLITRES**  
OIC, Accounting Division

BUR No. : 02-10101-2025-05-000093  
Amount : ₱ 144,380.00



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**

**NOTICE OF AWARD**

May 27, 2025

**MS. MYLENE C. CELLS**  
Operations Manager  
**E-Copy Corporation**  
G/F 65 Sen. Gil Puyat Avenue,  
Palanan, Makati City

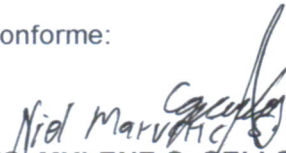
**Dear Ms. Cells:**

We are pleased to notify you that your quotation dated May 5, 2025 for the project: **"Supply and Delivery of Consumables for Sharp Copier Machine MX-3051 at Board Secretary Office"** for the Contract Price of **One Hundred Forty Four Thousand Three Hundred Eighty Pesos only (Php 144,380.00)** in Philippine Currency, as evaluated in accordance with the provision of R.A. 9184, is hereby accepted.

Very truly yours,

  
**RICHARD E. BACHMANN**  
Chairman

Conforme:

  
**MS. MYLENE C. CELLS**  
Operations Manager  
**E-Copy Corporation**  
G/F 65 Sen. Gil Puyat Avenue,  
Palanan, Makati City

June 2 2025  
Date



Republic of the Philippines  
Office of the President  
**Philippine Sports Commission**

**NOTICE TO PROCEED**

May 29, 2025

**MS. MYLENE C. CELLS**

Operations Manager

**E-Copy Corporation**

G/F 65 Sen. Gil Puyat Avenue,

Palanan, Makati City

**Dear Ms. Cells:**

Notice is hereby given to **E-Copy Corporation** that performance for the project "**Supply and Delivery of Consumables for Sharp Copier Machine MX-3051 at Board Secretary Office**" shall commence effective on the date after receipt of this notice.

As such, the **E-Copy Corporation** is responsible for performing the required services as stipulated under the terms and conditions of the attached Purchase Order and in accordance with the Implementation Schedule as noted.

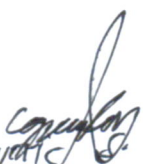
Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per COA Circular No. 2023-004 dated June 14, 2023, you are required to submit the following upon delivery and acceptance of the: : "**Supply and Delivery of Consumables for Sharp Copier Machine MX-3051 at Board Secretary Office**":

1. Letter of Request for Payment and
2. Posting / submission of Warranty Security in the form of cash or bank guarantee which is one percent (1%) of the total contract price and with a minimum holding period of three (3) months for expendable supplies and one (1) year for semi / non-expendable supplies like in the case of this project.

Very truly yours,

  
**RICHARD E. BACHMANN**  
Chairman

Conforme:

  
Niel Marvatic Capundan

**MS. MYLENE C. CELLS**

Operations Manager

**E-Copy Corporation**

G/F 65 Sen. Gil Puyat Avenue,

Palanan, Makati City

June 9 2025

Date