



Republic of the Philippines
Office of the President
COMMISSION ON HIGHER EDUCATION
PURCHASE ORDER

Supplier : DOÑA ALEJANDRA, INC	P.O. No. : 2022-04-012 HEDF
Address : G/F ESNA Bldg., 30 Timog Avenue, Brgy. Laging Handa, Quezon City	Date : April 13, 2022
TIN :	Mode of Procurement : Negotiated Procurement 53.5

Gentlemen:

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

Place of Delivery : CHED Central Office	Delivery Term: 15 Days
Date of Delivery :	Payment Term: Send Bill Arrangement

Stock/ Property No.	Unit	Description	Quantity	Unit cost	Amount
		Procurement of various Toners and Ink Cartridges		-	
	pcs	Toner Cartridge, HP 76A, Black with chip	14	4,750.00	66,500.00
	pcs	Toner Cartridge, HP CE505A, Black	40	1,550.00	62,000.00
	pcs	Toner Cartridge, HP CE285A (HP85A), Black	6	1,450.00	8,700.00
	pcs	Toner Cartridge, HP CF217A (HP 17A) Black Laser Jet	4	1,380.00	5,520.00
	bottles	Ink Cartridge, EPSON C13T664100 (6641), Black	18	150.00	2,700.00
	bottles	Ink Cartridge, EPSON C13T664100 (6643), Magenta	14	150.00	2,100.00
	bottles	Ink Cartridge, EPSON C13T664100 (6644), Yellow	14	150.00	2,100.00
	bottles	Ink Cartridge, EPSON C13T664100 (6642), Cyan	14	150.00	2,100.00
		- Prices are VAT inclusive and other Government taxes			
		Mode of Payment: Send bill			
		-No advance deposit required			
		-Billing statement are to be settled forty-five (45) days after receipt of the statement balance			
		***** NOTHING FOLLOWS *****			
(Total Amount in Words)		One Hundred Fifty-One Thousand Seven Hundred Twenty Pesos & 00/100			151,720.00

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

Conforme:




(Signature over printed name)
May 17 2022

(Date)

Very truly yours,


J. PROSPERO E. DE VERA III, DPA
Chairman

Funds Cluster: HT	ObR No.: 03 104269 2022 01 00 02
Funds Available: P151,720.00	Date of the ObR: 5/2/2022
 MYRA PAZ B. MANALO Chief Accountant, HEDF	AMOUNT: P151,720.00



Republic of the Philippines
COMMISSION ON HIGHER EDUCATION
 HEDC Bldg., C.P. Garcia Avenue UP Diliman, Quezon City

03104369202205-00626
 MAY 02 2022

OBLIGATION REQUEST AND STATUS	No. : _____
Agency : _____	Date : _____
	Fund : _____

Payee	DOÑA ALEJANDRA, INC
Office	
Address	G/F ESNA Bldg., 30 Timog Avenue, Brgy. Laging Handa, Quezon City

Responsibility Center	Particulars	P.P.A.	Account Code	Amount
PJG 00V.	Procurement of various Toners and Ink Cartridges	12	5-02-03-010-00	151,720.00
				151,720.00

A. Certified : Charges to appropriation/allotment necessary lawful and under my direct supervision; and supporting documents valid, proper and legal

Signature : _____
 Printed Name: CHERRIE MELANIE ANCHETA-DIEGO, CESO III
 Position: Director IV, OPSD

Date : _____

B. Certified : Allotment available and obligated for the purpose/adjustment necessary as indicated above

Signature : _____
 Printed Name : MS. VERNADETTE E. ALEJANDRO
 Position: Chief Administrative Officer
 Budget Division

Date : _____

C. STATUS OF OBLIGATION						
Reference			Amount			
Date	ORS No.	JEV No.	Obligation	Payment	Payable	Balance
MAY 02 2022	03104369202205-00626	03104369202205-00626	P/151,720			

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