



PURCHASE REQUEST

24-0005

Entity Name: **Governance Commission for GOCCs**

Fund Cluster: **01**

Office/Section : <u>AFO</u>		PR No.: _____		Date: 10 January 2024	
		Responsibility Center Code : _____			
Stock/ Property No.	Unit	Item Description	Quantity	Unit Cost	Total Cost
	Lot	Supply and Delivery of HP Laserjet MI75NW Toners and Imaging Drums, and HP Laserjet Pro 200 Color MFPM276NW Toners	1		493,000.00
		1. HP Colorlaserjet 179FNW			
	Cartridge	HP CE310A Black	20		
	Cartridge	HP CE311A Cyan	20		
	Cartridge	HP CE312A Yellow	20		
	Cartridge	HP CE313A Magenta	20		
	Cartridge	HP CE314A Laserjet Imaging Drum	10		
		2. HP Laserjet Pro 200 Color MFPM276NW			
	Cartridge	HP CF210A Black	4		
	Cartridge	HP CF211A Cyan	4		
	Cartridge	HP CF212A Yellow	4		
	Cartridge	HP CF213A Magenta	4		
		Terms:			
		3. All items must be genuine toners and imaging drums			
		4. All items should be delivered within fifteen (15) working days upon the receipt of Purchase Order.			
		5. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.			
		Nothing Follows			
					493,000.00
Purpose:		For the procurement of toners and imaging drums to HP Laserjet MI75NW and HP Laserjet Pro 200 Color MFPM276NW			
Requested by:		Approved by:			
Signature : <u>Vionne Rochelle D. Asuque</u>		Signature : <u>Raul T. Abad</u>			
Printed Name :		Printed Name :			
Designation : <u>OIC - Chief Administrative Officer - Admin.</u>		Designation : <u>Director IV - AFO</u>			

GOVERNANCE COMMISSION FOR GOCCs
 ALLOCATED
 R.A. No. 11936 Continuing
 Fund Available: () General () Special () Trust ()
 Function Project 100010001
SO 202301002 - Office Supplies

GCG PMD Received by: Meilyn Moral
 Receipt date: 11 Jan. 2024