

City Government of Baguio

Purchase Order

DUSTING

Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION Address: Ground Floor, Megatower Residences, Sandico St., Salud Mitra, Baguio City E-mail Address: copylandia_sales@copylandia.com Telephone No.: (074)446-5356; 446-5357 TIN: VAT 002-332-000-012	P.O No.:3572 Date: 2/18/2021 Mode of Procurement: Direct Contract 0
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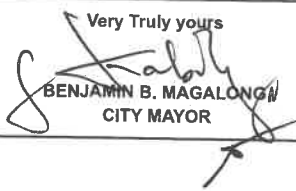
Gentlemen: **Please furnish this office the following articles subject to the terms and conditions contained herein.**
 Place of Delivery: **City General Services Office: Baguio City**
 Delivery Term: 7 Calendar Days
 Date of Delivery: Please input delivery date
 Payment Term: Please input payment term
Receipt of Purchase Order

Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	PC- Ineo c/o GSO	63,000.00	63,000.00
	1	bottle	Toner: TN221 C (Cyan) - for photocopier/printer Ineo +227 and +231 - 1 c/o GSO	18,000.00	18,000.00
	1	bottle	Toner: TN221 K (Black) - for photocopier/printer Ineo +227 and +228 - 1 c/o GSO	9,000.00	9,000.00
	1	bottle	Toner: TN221 M (Magenta) - for photocopier/printer Ineo +227 and +230 - 1 c/o GSO	18,000.00	18,000.00
	1	bottle	Toner: TN221 Y (Yellow) - for photocopier/printer Ineo +227 and +229 - 1 c/o GSO	18,000.00	18,000.00
			Note:	GRAND TOTAL	63,000.00

(Total Amount In Words) **Sixty Three Thousand Pesos and 00/100**

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

This is to certify that I have 2-22-21
 TERMS and CONDITIONS as contained at the
 back of this Purchase Order and comply with all
 Conform to: **COPYLANDIA**
OFFICE SYSTEMS CORPORATION

Very Truly yours

BENJAMIN B. MAGALONG
 CITY MAYOR

Signature over printed name of Supplier
 Paladin Hotel No. 156 Abanao Extension
 Azcko Rizal Monument Baguio City 2600
 Tel.No.(074)446-5356 / 446-5357 / 446-5358
 VAT REG TIN 002-332-000-012

Date

GENERAL SERVICES OFFICE
RELEASED
 2-21-2021