

City Government of Baguio

Purchase Order

POSTING

Supplier: <b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b> Address: <b>Ground Floor, Megatower Residences, Sandico St., Salud Mitra, Baguio City</b> E-mail Address: <b>copylandia_sales@copylandia.com</b> Telephone No.: <b>(074)446-5356; 446-5357</b> TIN: <b>VAT 002-332-000-012</b>	P.O No.:44 Date: 2/15/2022  Mode of Procurement: Small Value Procurement 92
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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	Paper Shredder c/o BCPO	88,000.00	88,000.00
	1	unit	Paper Shredder - Throat width: 260 mm, Shred size: 3,8mm straight cut, Paper Capacity: 26-28 A4/70gr sheets; 22-24 A4/80gr sheets, Speed: 0,06 m/sec, Noise Level (idle/shredding): 54/55 dba, Voltage: 230 Volt Power: 460 Watt*, waste bag volume: 60ltrs Dimensions (WxDxH): 40x60x80cm Net/Gross Weight: 29kg, automatic start and stop , automatic stop at door opening and/or full waste bag, automatic reverse in case of jamming. with 2 set of cutting knives: one for paper and one for CD, with 2 removable bins: one for paper and one for cd, with 1year warranty with local service center for service support - HSM Securo B34-3.9mm, Please see attached file 1 c/o BCPO	88,000.00	88,000.00
			Note:	<b>GRAND TOTAL</b>	<b>88,000.00</b>

(Total Amount In Words)

**Eighty Eight 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  
TERMS and CONDITIONS as contained at the  
back of this Purchase Order and I concur with all  
 Conforme:

Very Truly yours

BENJAMIN B. MAGALONG  
 CITY MAYOR

Signature over printed name of Supplier

**COPYLANDIA**  
 OFFICE SYSTEMS CORPORATION

Date

Telephone: (074) 446-5356 / 446-5357 / 446-5350  
 VAT REG TIN: 002-332-000-012

*[Handwritten Signature]*