

Purchase Order

COPYLANDIA OFFICE SYSTEMS CORPORATION Ground Floor, Megatower Residences, Sandico St., Salud Mitra, Baguio City Address: copylandia_sales@copylandia.com Phone No.: (074)446-5356; 446-5357 002-332-000-012	P.O No.:4944 Date: 11/18/2021 Mode of Procurement: Direct Contract 0
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Note: Please furnish this office the following articles subject to the terms and conditions contained herein.
 Delivery: **City General Services Office: Baguio City**
 Term: 7 Calendar Days
 Delivery: Please input delivery date
 Term: Please input payment term
of Purchase Order

Qty	Unit	Description	Unit Cost	Amount
	Lot	Toner for Ineo c/o GSO	225,000.00	225,000.00
	bottle	Toner: TN221 - C - For photocopier/printer Ineo +227 and +231 - Cyan - 3 c/o GSO	18,000.00	54,000.00
	bottle	Toner: TN221 - K - For photocopier/printer Ineo +227 and +228 - Black - 5 c/o GSO	9,000.00	45,000.00
	bottle	Toner: TN221 - M - For photocopier/printer Ineo +227 and +230 - Magenta - 3 c/o GSO	18,000.00	54,000.00
	bottle	Toner: TN221 - Y - For photocopier/printer Ineo +227 and +229 - Yellow - 4 c/o GSO	18,000.00	72,000.00
		Note:	GRAND TOTAL	225,000.00

Amount In Words) **Two hundred Twenty Five Thousand Pesos and 00/100**

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

I certify that I have read and understand the terms and **CONDITIONS** as contained at the end of this Purchase Order and I concur with all the same.
 Very Truly Yours
BENJAMIN B. MAGALONG
 CITY MAYOR

Signature of Supplier
COPYLANDIA OFFICE SYSTEMS CORPORATION

Tel No. (074) 446-5356 / 446-5357 / 446-5358
 Fax No. 002-332-000-012

11/24/2021
CITY GENERAL SERVICES OFFICE
RELEASED
 11-23-2021
 [Signature]