

City Government of Baguio

Purchase Order

POSTING

|   |   |
|---|---|
| Supplier: <b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b><br>Address: <b>Ground Floor, Megatower Residences, Sandico St., Salud Mitra, Baguio City</b><br>E-mail Address: <b>copylandia_sales@copylandia.com</b><br>Telephone No.: <b>(074)446-5356; 446-5357</b><br>TIN: <b>VAT 002-332-000-012</b> | P.O No.:5385<br>Date: 1/31/2022<br><br>Mode of Procurement: Direct Contract 0 |
|---|---|

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  | Toner for Develop Ineo c/o FIRE                              | 75,000.00          | 75,000.00        |
|      | 10  | unit | Toner: TN323 - For Develop Ineo 287/367, Black - 10 c/o FIRE | 7,500.00           | 75,000.00        |
|      |     |      | Note:  | <b>GRAND TOTAL</b> | <b>75,000.00</b> |

(Total Amount In Words) **Seventy Five 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**  
 Conforms:

Very Truly yours

  
**BENJAMIN B. MAGALONG**  
 CITY MAYOR

Signature over printed name of Supplier  
  
 Tel. No: (074) 446-5356 / 446-5357 / 446-5358  
 VAT REG TIN: 002-332-000-012

Date