

City Government of Baguio

Purchase Order

POSTING

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.:5388 Date: 1/31/2022 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	Consumables for Riso Duplicator c/o DEPED	498,900.00	498,900.00
	280	tube	Ink: CV3230 - CV 800ml Black, for Riso Digital Duplicater - 280 c/o DEP-ED	1,335.00	373,800.00
	45	roll	Master Roll - CV B4 for Riso CV3230 - 45 c/o DEP-ED	2,780.00	125,100.00
			Note:	GRAND TOTAL	498,900.00

(Total Amount In Words) **Four hundred Ninety Eight Thousand Nine hundred 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

Tel. No. (074) 446-5356 / 446-5357
 VAT REG. TIN 002-332-000-012