

PASTING

City Government of Baguio

Purchase Order

Supplier: XWORKS SALES AND SERVICES, INC. Address: Suite 602 National Life Bldg., 110 Session Road, Baguio City E-mail Address: N/A Telephone No.: 442-6695 TIN: VAT 006-220822-000	P.O No.: 440 Date: 2/13/2020 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: **15 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-FUJI c/o VARIOUS	454,800.00	454,800.00
	4	piece	Drum S2520 - Drum cartridge for Copier Fuji Xerox Machine Model DC S2520 - 4 c/o BCPO	10,500.00	42,000.00
	6	cartridge	Toner - CT201370, black, Fuji Xerox, DC V C3373, DC 2276 - 6 c/o HRMO	7,600.00	45,600.00
	2	cartridge	Toner - CT201371, Cyan, Fuji Xerox, DC V C3373, DC 2276 - 2 c/o HRMO	12,000.00	24,000.00
	2	cartridge	Toner - CT201372, magenta, Fuji Xerox, DC V C3373, DC 2276 - 2 c/o HRMO	12,000.00	24,000.00
	2	cartridge	Toner - CT201373, yellow, Fuji Xerox, DC V C3373, DC 2276 - 2 c/o HRMO	12,000.00	24,000.00
	3	cartridge	Toner - DC IV 2263, CT201434 Black, For Fuji Xerox - 3 c/o GSO	7,600.00	22,800.00
	2	cartridge	Toner - DC IV 2263, CT201435 Cyan, For Fuji Xerox - 2 c/o GSO	12,000.00	24,000.00
	2	cartridge	Toner - DC IV 2263, CT201436 Magenta, For Fuji Xerox - 2 c/o GSO	12,000.00	24,000.00
	2	cartridge	Toner - DC IV 2263, CT201437 Yellow, For Fuji Xerox - 2 c/o GSO	12,000.00	24,000.00
	8	cartridge	Toner - DC S 2320, CT202384, Fuji Xerox - 6 c/o CMO 2 c/o PROSEC	3,400.00	27,200.00
	4	cartridge	Toner - DC VI 3370, CT202634, Black, Fuji Xerox - 2 c/o CASSO 2 c/o GSO	7,600.00	30,400.00
	3	cartridge	Toner - DC VI 3370, CT202635 Cyan, Fuji Xerox - 1 c/o CASSO 2 c/o GSO	12,000.00	36,000.00
	3	cartridge	Toner - DC VI 3370, CT202636, Magenta, Fuji Xerox - 1 c/o CASSO 2 c/o GSO	12,000.00	36,000.00

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:

Michael Francis

Signature over printed name of Supplier

2-21-20

Date

Very Truly yours

BENJAMIN B. MAGALONG
 CITY MAYOR