

City Government of Baguio

Purchase Order

ROSTIN G

Supplier: XWORKS SALES AND SERVICES, INC. Address: Suite 602 National Life Bldg., 110 Session Road, Baguio City E-mail Address: xworks_inc@yahoo.com Telephone No.: 442-6695 TIN: VAT 006-220-822-000	P.O No.: 262 Date: 3/14/2022 Mode of Procurement: Small Value Procurement 151
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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	Photocopier / Network Printer c/o DEPED	245,040.00	245,040.00
	4	unit	Photocopier / Network Printer - Fully Automated Full Color Digital Copier / Network Printer / Network Scanner Laser Toner Technology Automatic 2-sided (back to back copying / printing / scanning) Automatic Duplex Document Feeder Capacity: 110 Sheets Automatic sorter/electronic collation Scanning Speed: 55 ppm, print speed: 25 ppm Easy to use (flick, drag and double-tap) touch screen user interface with color thumbnails Standard Paper Capacity: 1,096 sheets for 2 paper trays x 500 sheets each + bypass tray Paper Thickness up to 256 gsm (A5 to A3 SIZE) Standard Memory: 4 GB and Standard Hard disk: 320 GB High Print Resolution: 2,400 x 1,200 dpi and Zoom (R/E) from 25% to 400% Network connectivity with direct scanning and printing from USB memory Device / flash drives Centre Ware Internet Services and Driverless Printing With Cabinet Stand With Service Center in Baguio City for quick service support services-Capital Lease Agreement with Service Support: "all-in except paper" Supplies of all consumables such as toner, drum, developer, etc Replacements of all defective parts cause by normal wear and tear Unscheduled maintenance repair and adjustment A service unit will be provided should the machine problem will take days to repair Paper is not included under this agreement Term of Agreement - Forty Eight (48) Months Monthly machine rental per unit (brand new) PhP 5,105.00 Standard cost per copy (FSMA) Black: PhP 0.60 (any size) Billing on actual monthly consumption (no minimum) Color: PhP 10.50 (short/long) PhP 15.50 (A3 size) Note: Color copies can be disabled or locked for proper monitoring - Fuji Xerox Apeosport C2560, please see attached file (One (1) warranty 4 c/o DEP-ED	61,260.00	245,040.00
			Note:	GRAND TOTAL	245,040.00

(Total Amount In Words) **Two hundred Forty Five Thousand Forty 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
ELVIN M. BENA
 Date **3/23/22**