

City Government of Baguio

**Purchase Order**

*POSTING*

Supplier: <b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b> Address: <b>Ground Floor, Megatower Residences, Sandico St., Salud Mitra, Baguio City</b> E-mail Address: <b>copylandia_sales@copylandia.com</b> Telephone No.: <b>(074)446-5356; 446-5357</b> TIN: <b>VAT 002-332-000-012</b>	P.O No.: 4702 Date: 10/6/2021 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: 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	Printing Consumables c/o GSO	123,560.00	123,560.00
	1	cartridge	Drum Cartridge - DR 214 Black for Develop Ineo +227 - 1 c/o GSO	19,000.00	19,000.00
	2	box	Master Roll - S4876, CZ type13 for CZ180, for Risograph - 2 c/o GSO	2,780.00	5,560.00
	2	bottle	Toner: TN221 C (Cyan) - for photocopier/printer Ineo +227 and +231 - 2 c/o GSO	18,000.00	36,000.00
	3	bottle	Toner: TN221 K (Black) - for photocopier/printer Ineo +227 and +228 - 3 c/o GSO	9,000.00	27,000.00
	2	bottle	Toner: TN221 M (Magenta) - for photocopier/printer Ineo +227 and +230 - 2 c/o GSO	18,000.00	36,000.00
			Note:	<b>GRAND TOTAL</b>	<b>123,560.00</b>

(Total Amount In Words) **One hundred Twenty Three Thousand Five hundred Sixty 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 E. MAGALONG**  
 CITY MAYOR

Signature over printed name of Supplier

Date

**COPYLANDIA**  
 OFFICE SYSTEMS CORPORATION  
 Tel. No. (074) 446-5356 / 446-5357 / 446-5358  
 REG. NO. 012-332-000-012

*10/7/21*