

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.:751 Date: 5/6/2022 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 photocopier c/o CTO	85,250.00	85,250.00
	10	tube	Ink: CZ180 - K - Black, For Riso Digital duplicator - 10 c/o CTO	1,335.00	13,350.00
	4	piece	Toner: TN321 - K - For Develop Ineo + 224 - Black - 4 c/o CTO	8,600.00	34,400.00
	1	piece	Toner: TN321 - Y - For Develop Ineo + 224 - Yellow - 1 c/o CTO	15,000.00	15,000.00
	3	unit	Toner: TN323 - For Develop Ineo 287/367, Black - 3 c/o CTO	7,500.00	22,500.00
			Note:	GRAND TOTAL	85,250.00

(Total Amount In Words) **Eighty Five Thousand Two hundred Fifty 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 / 446-5358

VAT No. TIN020-000-000-012

Handwritten signature