

City Government of Baguio  
**Purchase Order**

*POSTING*

Supplier: <b>XWORKS SALES AND SERVICES, INC.</b> Address: <b>Suite 602 National Life Bldg., 110 Session Road, Baguio City</b> E-mail Address: <b>N/A</b> Telephone No.: <b>442-6695</b> TIN: <b>VAT 006-220822-000</b>	P.O No.: 1963 Date: 9/8/2020 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: 7 Calendar Days

Date of Delivery: Please input delivery date

Payment Term: Please input payment term

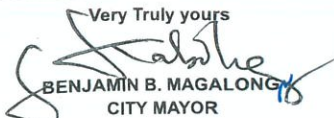
**Receipt of Purchase Order**

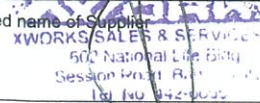
Item	QTY	Unit	Description	Unit Cost	Amount
1	1	Lot	PC(FUJI) c/o Burnham	55,380.00	55,380.00
	4	piece	Duplicating Machine - RD 3608/4129 Black Digital Ink for Akinto Duplicating Machine - 4 c/o BURNHAM	720.00	2,880.00
	3	cartridge	Toner - Toner Cartridge C (Cyan) for DC SC2020 - FUJI XEROX - 3 c/o BURNHAM	4,500.00	13,500.00
	3	cartridge	Toner - Toner Cartridge K (Black) for DC SC2020 - FUJI XEROX - 3 c/o BURNHAM	4,000.00	12,000.00
	3	cartridge	Toner - Toner Cartridge M (Magenta) for DC SC2020 - FUJI XEROX - 3 c/o BURNHAM	4,500.00	13,500.00
	3	cartridge	Toner - Toner Cartridge Y (Yellow) for DC SC2020 - FUJI XEROX - 3 c/o BURNHAM	4,500.00	13,500.00
<b>GRAND TOTAL</b>					<b>55,380.00</b>

(Total Amount In Words) **Fifty Five Thousand Three hundred Eighty 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  
  
**XWORKS SALES & SERVICES**  
 502 National Life Bldg.  
 Session Road, Baguio City  
 Tel No. 442-6695

Date \_\_\_\_\_