

PURCHASE ORDER

POSTING

Supplier :	XWORKS SALES & SERVICES INC.	P. O. No.	3250
Address :	Suite 602 National Life Building, Session Road, Baguio City	Date	12/21/2020
E-Mail Address :		Mode of Procurement	SVP1856
Telephone No. :	442-6695/ 09285055090	P.R No. /s:	20-10-004
TIN :	006-220-822-000	OBR #	1011B-20-10-5

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 :		Payment Term	

receipt of Purchase Order

ITEM	QUANTITY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	1	unit	PAPER SHREDDER KOBRA 300.1 C4 Throat width:310mm Shred size:3.9 x 40 mm cross cut Carbon hardened steel cutting knives unaffected by staples and clips, High precision design of cutting knives allows high shred loads with low power consumption Heavy duty chain drive system sith metal gears, Security level ISO/IEC 21964 (Din 66399): P-4 O-3 T-4 E-3 F-1 Paper capacity:20-22 sheets Shreddable materials:paper, credit cards, credit cards with chip, fils Speed:0.07 m/sec Waste bag volume:110 Liters Noise level:58-61 dba Power:600 watts Dimensions(WxDxH):53 x 43 x 92 cm Weight:38 kg One(1) Year warranty With Serive Center Office in Baguio City for quick service support Purpose: For official use in the HRMO	95,800.00	95,800.00
				TOTAL Php	95,800.00

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(Total Amount in Words) **Ninety Five Thousand Eight Hundred Pesos**

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 read the TERMS and CONDITIONS as contained at the back of this Purchase Order and I concur with all.

Conforme:

Signature over printed name of Supplier

Date

Very truly yours,

[Signature]
HON. BENJAMIN B. MAGALONGAN
 City Mayor

