

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>xworks_inc@yahoo.com</b> Telephone No.: <b>442-6695</b> TIN: <b>VAT 006-220822-000</b>	P.O No.: 3600 Date: 2/22/2021 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	PC-Xworks c/o CEO	534,400.00	534,400.00
	2	cartridge	Drum Cartridge - DC 2007 - FUJI XEROX - 2 c/o CEO	8,000.00	16,000.00
	12	bottle	Toner - For Fuji Xerox Docucenter VI C2271 Black - 12 c/o CEO	8,000.00	96,000.00
	10	bottle	Toner - For Fuji Xerox Docucenter VI C2271 Cyan - 10 c/o CEO	12,000.00	120,000.00
	10	bottle	Toner - For Fuji Xerox Docucenter VI C2271 Magenta - 10 c/o CEO	12,000.00	120,000.00
	10	bottle	Toner - For Fuji Xerox Docucenter VI C2271 Yellow - 10 c/o CEO	12,000.00	120,000.00
	4	cartridge	Toner - Toner Cartridge for DC 2007 - FUJI XEROX - 4 c/o CEO	6,000.00	24,000.00
	8	piece	Waste Toner - Waste Toner - Container A, DC VI 3370, Fuji Xerox - 8 c/o CEO	2,400.00	19,200.00
	8	piece	Waste Toner - Waste Toner - Container B, DC VI 3370, Fuji Xerox - 8 c/o CEO	2,400.00	19,200.00
			Note:	<b>GRAND TOTAL</b>	<b>534,400.00</b>

(Total Amount In Words)

**Five hundred Thirty Four Thousand Four hundred 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, INC.**

Date **02-03-21**