

PURCHASE ORDER
Municipal Government of Santa Fe, Romblon
LGU

Supplier: <u>COPYLANDIA OFFICE SYSTEMS CORPORATION</u> Address : <u>122 J.P. Laurel Highway, Mataas na Lupa, Lipa City</u> TIN : _____	P.O. No. : <u>2022-12-0157</u> Date : <u>December 14, 2022</u> Mode of Procurement : <u>SVP</u> PR No./s : <u>2022-11-0197,2022-11-0198,2022-11-0199 and 2022-11-0200</u>
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Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : <u>Municipal Hall-Poblacion, Santa Fe, Romblon</u> Date of Delivery : _____	Delivery Term : <u>Municipal Hall</u> Payment Term : <u>Check</u>
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Stock No.	Unit	Description	Quantity	Unit Cost	Amount
2022-2161-1011-4411-7611	pcs.	DRUM DR114	4	9,880.00	39,520.00
2022-2162-1011-4411-7611	pcs.	DV116	4	1,370.00	5,480.00
2022-2163-1011-4411	pcs.	CLEANING BLADE FOR DEVELOP INEO COPIER	3	1,710.00	5,130.00
2022-2164-1011	pc.	TONER 116	1	3,437.50	3,437.50
2022-2165-1051	pc.	FUSING UNIT FOR DEVELOP INEO 164 COPIER	1	16,520.00	16,520.00
2022-2166-7611	pc.	IMAGING UNIT FOR DEVELOP INEO COPIER	1	11,045.00	11,045.00

(Total Amount in Words): EIGHTY ONE THOUSAND ONE HUNDRED THIRTY TWO PESOS & 50/100 81,132.50

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.


Conforme:

Very truly yours,

COPYLANDIA OFFICE SYSTEMS CORPORATION

Signature over Printed Name of Supplier

Date


ELSIE D. VISCA
 Signature over Printed Name of
 Municipal Mayor
 Designation

(In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sanggunian Resolution No.: _____

Certified Correct:

N/A
 Secretary to the Sanggunian

Date