PURCHASE ORDER

Tabaco City
LGU

Supplier	**COPYLANDIA OFFICE SYSTEMS CORP.**	P.O No.:	23-07-0729
Address	**LGC BLDG., (AIR 2Q), LAKANDULA DRIVE, CRUZADA LEGAZPI CITY**	Date:	JUL 14 2023
		Mode of Procurement:	**SHOPPING B**
		PR No./s	**23-06-0727**

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY - **PERSONS WITH DISABILITIES AFFAIRS OFFICE/CITY SOCIAL WELFARE DEVELOPMENT OFFICE (PDAO-CSWD)**	Delivery Term:	15 cd
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
			Supply & Delivery of Digital Multi-Function Photocopier for PDA Office		-
1	1	unit	**Digital Multi-Function Photocopier (DEVELOP INEO 225i W/ DF-633)**	108,000.00	108,000.00
			Specs:		-
			Printer Type: Print, Scan, Fax with ADF (Automatic 2-Sided Printing), Scanner Type: Flatbed Image Scanner (Flatbed ADF (Simplex), Max Copy Size: A3 ADF Function, Paper Capacity: 250sheets, Paper Handling Max.: A3 Size, Interface: USB, Network Ethernet, Wi-Fi Direct, Control Panel: LCD, Screen with Keypad		-
			Includes: Table Stand, Consumables: Toner TN118, Developer DV 116, Drum DR 114		-
			nothing follows		-
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				TOTAL	**108,000.00**

One Hundred Eight Thousand Pesos

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

CONFORME:	Very Truly yours,
ALMIRA G. DEA	**NESTOR T. SAN PABLO**
(Signature over printed name)	*Acting City Mayor*
(Date) 7-17-23	

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

Approved per Sangguniang Resolution No.:	
	Date:
Certified Correct:	
Secretary to the Sanggunian	

AUDIT GROUP A, ALBAY
RECEIVED
BY: KATRINA A. CALDINO
DATE: 9/8/23
TIME: 8:40
AUDIT TEAM R5-03-TABACO CITY