PURCHASE ORDER

Tabaco City
LGU

Supplier	**COPYLANDIA OFFICE SYSTEMS CORPORATION - LEG. BRANCH**	P.O No.:	25-03-0208
Address	**LGC BLDG., (AIR 21), LAKANDULA DRIVE, CRUZADA LEGAZPI CITY**	Date:	MAR 12 2025
		Mode of Procurement:	**SHOPPING B**
		PR No./s	**25-02-0165**

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY - **CITY SOCIAL WELFARE DEVELOPMENT OFFICE (CSWDO-OSCA)**	Delivery Term:	20cd
Date of Delivery:		Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
			Supply & Delivery of Digital Photocopier for OSCA		-
1	1	unit	Digital Photocopier 2 Trays with Built-In **(INEO 225i)**	72,000.00	72,000.00
			Automatic Reverse Document Feeder (ARDF)		-
			Copier, Printer and Colored Scanner with 1 cgr Toner & 1pc Steel Cabinet		-
			Specs:		-
			2 Cassete Trays, Bypass Tray		-
			19 seconds warm up time, Function Printer Scanner, Copier System Memory: 512MB		-
			Copy Resolution 600dpi (600 x 600)		-
			Multiple Copying up to 999 Copies		-
			Maximum Paper Size: A3, Scanner Speed: Mono 18ipm Color 6ipm, Scanner		-
			Resolution: 600dpi (600 x 600): Max Orig Size: A3, A4, AS, B4, B5 Paper Input Capacity 500 sheet in a tray, Printer/ Network interface Standard: Ethernet 1000/100/10		-
			Base: USB 2.0 Type Bx1		-
			nothing follows		-
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				TOTAL	**72,000.00**

Seventy Two 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. BEA — **CIELO KRISEL BURCE LAGMAN**

(Signature over printed name) — *City Mayor*

(Date) 03-14-25

(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