PURCHASE ORDER

Tabaco City

LGU

Supplier	**MAYON TECH CORPORATION**	P.O No.:	25-03-0408
Address	**LAKANDULA DRIVE, BARANGAY TAGAS, DARAGA ALBAY**	Date:	MAR 2 8 2025
		Mode of Procurement:	**SHOPPING B**
		PR No./s	**25-03-0358**

Gentlemen:

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

Place of Delivery:	LGU-TABACO CITY -	**CITY CIVIL REGISTRAR'S OFFICE (CCR)**	Delivery Term:	20cd
Date of Delivery:			Payment Term:	3 weeks

Item No.	Qty	Unit	DESCRIPTION	Unit Cost	Amount (Php)
			Supply & Delivery of Heavy Duty Photocopier		-
1	1	unit	**Heavy Duty Photocopier (HP LAZERJET MFP M440nda)**	80,916.00	80,916.00
			Specs:		-
			Functions: Print, Scan, Copy		-
			Memory: 512MB		-
			Output Speed: 27 Pages per minute (Letter)		-
			ARDF: 50 Sheets		-
			Copier: UP to 999 Copies		-
			Copy/Scanner Resolution: 600dpi (600 x 600)		-
			Paper Handling: A3, A4, A5, A6, B4, B5, B6		-
			Paper Input Capacity: 600 Sheet		-
			Inclusions:		-
			2pcs Trays		-
			Toner, Developer and Cabinet		-
			nothing follows		-
				TOTAL	**80,916.00**

Eighty Thousand Nine Hundred Sixteen 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,

JEFFRED JAMES ALA

(Signature over printed name)

(Date) 04-02-25

CIELO KRISEL BURCE LAGMAN

City Mayor

(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