

**PURCHASE ORDER**  
**COMMISSION ON AUDIT**

Agency / Requisitioning Office

Supplier	<b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b>	D.O. No.	<b>P.O. NO. 2020-442</b>
Address	<b>CPG NORTH AVE. TAGBILARAN CITY</b>	Date	<b>July 6, 2020</b>
E-mail Address		Mode of	
Telephone No.	<b>411-2396</b>	Procurement	
TIN	<b>002 - 332 - 000 - 000</b>	Direct Contracting	

Gentlemen/Mesdames:

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

Place of Delivery :	<b>COMMISSION ON AUDIT</b>	Delivery Term :	<b>Please read at the</b>
Address :	<b>J.A. Clarin St, Dao, Tagbilaran City</b>		<b>back hereof.</b>
Date of Delivery :	<b>within 15 days upon receipt of NTP</b>	Payment Term :	<b>upon completion of delivery</b>
Warranty Period:	<b>1 Year</b>		

ITEM	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	pc	Electronic Stapler (MAX) Capacity: 2-110 sheets Speed: 2 staples per second Type: Flat Clinch Heavy Duty Electric Stapler Origin: Japan Weight: 7.6 kg Bohol Service Center Only	1	59,500.00	59,500.00
2	unit	Small Office Shredder 40 CDX (HSM) Specifications: Capacity: 300 sheets Cutting Type: 3/16" x 1 1/8" cross cut Bin Capacity in Gallon: 9 Cutting capacity/sheets: 300/17-19 Origin: Germany Warranty: Lifetime on Blade Bohol Service Center Only x-x-x-x-x-x-x-x-x-x	1	49,500.00	49,500.00
			<b>TOTAL LOT PRICE..</b>		<b>109,000.00</b>

(Total Amount in Words) **ONE HUNDRED NINE THOUSAND PESOS ONLY**

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.

Very truly yours,

Conforme:

**COPYLANDIA OFFICE SYSTEMS CORPORATION**

Signature over printed name of Supplier

**ATTY. ARTHUR C. YAP**

Governor

Authorized Official

BY AUTHORITY OF THE GOVERNOR

**ATTY. KATHRYN FE D. PIOQUINTO**

Provincial Administrator

**JUL 16 2020**

Date

Date Approved:

Funds Available:

**EUSTAQUIO A. SOCORIN**

Provincial Treasurer

Earmark no. **0128 & 0126**

Amount **110,000.00**