



Standard Form Number: SF-GOOD-58  
 Revised on: May 24, 2004  
 Standard Form Title: Purchase Order

**DIRECT CONTRACTING CANVASS**  
**NO.20-0001**  
**P.R No. 2020-0044**

**PURCHASE ORDER**

**GOVERNOR'S OFFICE**

Agency / Requisitioning Office

Supplier	<b>COPYLANDIA OFFICE SYSTEMS CORPORATION</b>	<b>D.O. No. P.O. NO. 2020-414</b>
Address	<b>CPG NORTH AVE. TAGBILARAN CITY</b>	<b>Date : June 25, 2020</b>
E-mail Address		<b>Mode of</b>
Telephone No.	<b>411-2396</b>	<b>Procurement :</b>
TIN	<b>002 - 332 - 000 - 000</b>	<b>Direct Contracting</b>

Gentlemen/Mesdames:

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

Place of Delivery :	<b>GOVERNOR'S OFFICE</b>	Delivery Term :	<b>Please read at the</b>
Address :	<b>NEW CAPITOL SITE, 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>3 months</b>		

ITEM	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	pc	Developing Unit DV 512 (Black)	1	30,800.00	30,800.00
2	pc	Flusing Unit	1	32,899.00	32,899.00
3	pc	Specs: A4FJ-R704 44 Drum DR 114	1	9,880.00	9,880.00
		Specs: Drum DR 114 55,000 - 100,000 copies			
		<b>X-X-X-X-X</b>			
			<b>TOTAL LOT PRICE..</b>		<b>73,579.00</b>

(Total Amount in Words) **SEVENTY THREE THOUSAND FIVE HUNDRED SEVENTY NINE 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.

Conforme:  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
 Signature over printed name of Supplier

Very truly yours,  
**ATTY. ARTHUR C. YAP**  
 Governor  
 Authorized Official

BY AUTHORITY OF THE GOVERNOR  
  
**ATTY. KATHYRIN FE D. PIOQUINTO**  
 Provincial Administrator

08 2020

Date \_\_\_\_\_ Date Approved: \_\_\_\_\_