

PURCHASE ORDER
PROVINCIAL HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

Agency / Requisitioning Office

Supplier	COPYLANDIA OFFICE SYSTEMS CORPORATION	D.O. No. P.O. NO. 2020-501
Address	CPG NORTH AVE. TAGBILARAN CITY	Date : August 4, 2020
E-mail Address		Mode of
Telephone No.	411-2396	Procurement :
TIN	002 - 332 - 000 - 000	SMALL VALUE PROCUREMENT

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

Place of Delivery :	PROVINCIAL HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE	Delivery Term :	Please read at the back hereof.
Address :	NEW CAPITOL SITE, TAGBILARAN CITY	Payment Term :	upon completion of delivery
Date of Delivery :	within 15 days upon receipt of NTP		
Warranty Period:	1 Year		

ITEM	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	UNIT	Photocopier Specs: copy/print speed; 36 ppm (A4) 18 ppm (A3); scanning speed 45 opm (B/W & Color); resolution 1800 x 600 dpi; toner typed; HD polymerized; toner yields; 25,000 prints; processor speed; 1.2 GHz, standard memory; 2 GB RAM, Copy Pre-selection; 1-9,999; Mobile Printing; Ineo print, Paper feeder; 4 x 500 sheet universal cassette 100 sheets bypass tray; maximum paper size; A3 or 11 x 17; disk tray/ metal cabinet; roller type disk tray with caster wheel - can fit to Toner TN 323 X-X-X-X-X-X-X-X-X	1	253,500.00	253,500.00
TOTAL LOT PRICE..					253,500.00

(Total Amount in Words) **TWO HUNDRED FIFTY THREE THOUSAND FIVE HUNDRED PESOS ONLY**

In case of failure P P P P P
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. KATHRYN D. PIOQUINTO
 Provincial Administrator

Date **AUG 18 2020** Date Approved: _____

Funds Available:	EUSTQUIO A. SOCORIN Provincial Treasurer	Earmark no. 0914 Amount 265,000.00
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