



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

DIRECT CONTRACTING CANVASS
NO.20-0505
P.R No. 2020-0663

PURCHASE ORDER
GOVERNOR'S OFFICE

Agency / Requisitioning Office

Supplier	COPYLANDIA OFFICE SYSTEMS CORPORATION	D.O. No. P.O. NO. 2021-025
Address	CPG NORTH AVE. TAGBILARAN CITY	Date : January 27, 2021
E-mail Address		Mode of
Telephone No.	411-2396	Procurement : NEGOTIATED
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 :	GOVERNOR'S OFFICE	Delivery Term :	Please read at the
Address :	NEW CAPITOL SITE, TAGBILARAN CITY		back hereof.
Date of Delivery :	within 5 days upon receipt of NTP	Payment Term :	upon completion of delivery
Warranty Period:	3 months		

ITEM	UNIT	DESCRIPTION	QTY.	UNIT COST	AMOUNT
1	pcs	Drum DR 512 - black	2	19,800.00	39,600.00
2	pcs	Developing Unit DV 512 - black	2	30,800.00	61,600.00
3	pcs	Fusing Unit Specs: A4FJ - R704 44	2	32,971.00	65,942.00
4	pcs	TN - 118 - Digital Photocopier	8	3,125.00	25,000.00
5	cartridge	TN - 513 - Digital Photocopier x-x-x-x-x-x	6	4,300.00	25,800.00
TOTAL LOT PRICE..					217,942.00

(Total Amount in Words) **TWO HUNDRED SEVENTEEN THOUSAND NINE HUNDRED FORTY TWO 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. KATHRYN D. PIOQUINTO
Provincial Administrator

FEB 19 2021
Date

Date Approved: **JAN 28 2021**

Funds Available:
EUSTAQUIO A. SOCORIN
Provincial Treasurer

Earmark no. **2554**
Amount **217,942.00**