



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

Direct Contracting No. - 2022 - 0035
 Purchase Request No. - 2022 - 0544

PURCHASE ORDER

GOVERNOR'S OFFICE, NEW CAPITOL BUILDING, TAGBILARAN CITY
 Agency/Procuring Entity

Supplier :	COPYLANDIA OFFICE SYSTEMS CORPORATION	D.O. No. :	P.O.# - 2022 - 509
Address :	0220 Apostol Commercial Center, Maria Clara St., Pob. II, Tagbilaran City	Date :	October 17, 2022
Telephone No.:		Mode of Procurement :	Direct Contracting
TIN :			

Gentlemen/Mesdames:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:
 Place of Delivery: GOVERNOR'S OFFICE NEW CAPITOL BUILDING, TAGBILARAN CITY Delivery Term: Please Read Terms & Conditions at the back hereof
 Date of Delivery : SEVEN (7) DAYS UPON RECEIPT OF NOTICE TO PROCEED Payment Term: Upon Completion of Delivery
 Warranty Period: THREE (3) MONTHS

Item No.	QTY	UNIT	DESCRIPTION OF SUPPLIES	UNIT COST	AMOUNT
1	10	pcs.	Toner TN 323 (Digital Photocopier)	7,500.00	75,000.00
			X-X		XXXXXXXXXX

(total amount in words) **SEVENTY FIVE 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 everyday of delay shall be imposed.

Conforme: _____ Very truly yours,
COPYLANDIA OFFICE SYSTEMS CORPORATION
 Signature over printed name of Supplier
NOV 02 2022
 Date
ERICO ARISTOTLE C. AUMENTADO
 Governor
 By Authority of the Governor
ASTERIA C. CABERTE
 Provincial Administrator
 Date approved: _____

Funds Available: EUSTAQUIO A. SOCORIN Provincial Treasurer	Earmarked No. : <u>1957</u> Amount : <u>P 75,000.00</u>
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