

# PURCHASE ORDER

ORMOC CITY



ADMIN-BAC Form 8

Rev. 2, Jan. 1, 2024

Reference # : 245408

Supplier **SHIFT TECH TRADING INC.**  
 Address 1280 Bonifacio St(s), Brgy. West, Ormoc City  
 Tel. # 053-561-7320/09053527621  
 T.I.N. 010-120-177-000

Mode of Procurement :  
irvin.serolf26@gmail.com

P.O. # : **240385**  
 Date : **APR 16 2024**  
**NEGOTIATED - SVP**  
 P.R. # : 240635

Gentlemen :

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

Place of Delivery : **ORMOC CITY HOUSING OFFICE** Delivery Term **10 CALENDAR DAYS**  
 Contract Name : **PROCUREMENT OF LAPTOP FOR THE ORMOC CITY HOUSING OFFICE**

Date of Delivery :     /    /     Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
*			<i>Balance Forwarded &gt;&gt;&gt;</i>		
1	1.	unit	Laptop PROCESSOR: MAX TURBO FREQUENCY: 3.8GHz ; # OF CPU CORES: 8; CACHE: 6MB TOTAL THREADS: 8 MOTHERBOARD: DUAL CHANNEL , 2 DIMMS KAM: 8GB HARD DISK : 512SSD GRAPHICS: UHD LICENSE OS AND OFFICE DISPLAY: 15.6 FULL HD 1920 X 1080 NOTE : ALL IT RELATED ITEMS ABOVE MUST BE DELIVERED IN COMPLIANCE WITH THE REQUIRED TECHNICAL SPECIFICATION OR ITS EQUIVALENT OR HIGHER ANS MUST BE COMPATIBLE WITH THE EXISTING LGU SYSTEMS AND WITH WARRANTY OFFER: ACER ASPIRE 3 A315-510P-33C0 PURE SILVER 15.6 FHD/INTEL CORE I3-N305/8GB RAM/512GB SSD/INTEL UHD GRAPHICS WIN 11/MS OFFICE HOME & STUDENT 2021  -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-x-	40,000.00	40,000.00
Forty Thousand Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>40,000.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>40,000.00</b>

When the Supplier fails to satisfactory deliver any or all of the Goods and/or perform the Services within the specified delivery schedule, inclusive of duly, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay liquidated damages, not by way of penalty, an amount equal to one tenth (1/10) of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted. In case the total sum of liquidated damages reaches ten percent (10%) of the total contract price, the Procuring Entity concerned may rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid. (GPPB Res. No. 02-2020)

Conforme:

**SHIFT TECH TRADING INC.**  
 (Signature over printed name)

4/18/24

(Date)

Very truly yours,

**LUCY TORRES GOMEZ**  
 City Mayor  
 (Authorized Official)

In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.)

Approved per Sangguniang Resolution No.:

Certified Correct: \_\_\_\_\_ Date: \_\_\_\_\_  
Secretary to the Sanggunain

CONTROL # 2024- \_\_\_\_\_ -240385