

PURCHASE ORDER

ORMOC CITY



ADMIN-BAC Form 8
Rev. 2, Jan. 1, 2024

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


Reference #: 245335
 P.O. #: 240376
 Date: APR 08 2024
 Mode of Procurement: SHOPPING (b)
 irvin.serolf26@gmail.com
 P.R. #: 240576

Gentlemen :
 Please furnish this office the following articles subject to the terms and conditions contained herein:
 Place of Delivery : **CITY MAYOR'S OFFICE** Delivery Term **15 CALENDAR DAYS**
 Contract Name : **PROCUREMENT OF TONERS FOR THE EXISTING HP PRINTER OF THE NBI, ORMOC CITY**
 Date of Delivery : / / Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
<i>Balance Forwarded >>></i>					
1	4.	crtg	Toner, HP 89A CF289A For existing NBI HP LaserJet M507 Printer All IT related items above MUST be delivered in compliance with the required Technical Specification or its equivalent or higher and MUST be compatible with the existing LGU System. -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-x-	16,500.00	66,000.00
Sixty Six Thousand Pesos Only				TOTAL (Cost as Calculated)>>>	66,000.00
				As READ >>>	66,000.00

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)
 (Date) 4/19/24

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