

# PURCHASE ORDER

ORMOC CITY



ADMIN-BAC Form 8

Rev. 2, Jan. 1, 2024

Reference # : 245305

Supplier **COPYLANDIA OFFICE SYSTEMS CORPORATION**  
 Address R.R. Apostol Bldg., P. Zamora Cor. Sto. Niño St. Brgy. 25, Tacloban City  
 Tel. # 255-8271  
 T.I.N. 002-332-0000-10

P.O. # : 240433  
 Date : MAY 06 2024  
 Mode of Procurement : **NEGOTIATED - SVP**  
 P.R. # : 240550

Gentlemen :

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

Place of Delivery : **CITY BUDGET OFFICE** Delivery Term **30 CALENDAR DAYS**  
 Contract Name : **PROCUREMENT OF PAPER SHREDDER FOR THE CITY BUDGET OFFICE**

Date of Delivery :     /    /     Payment Term

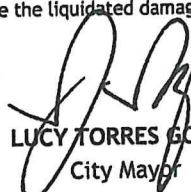
Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
<i>Balance Forwarded &gt;&gt;&gt;</i>					
1	1.	unit	Paper Shredder Document Shredder with automatic paper feed Cutting Type: Particle Cut Cutting Size: 4,5 30mm Cutting Capacity in Sheets 80g/m: 8 - 10 Autofeed in Sheets: 150 Intake Width: 240mm Container volume/collecting: 351 Collection volume in sheets (80g): 415 Noise Level (idle operation): ca.56 db(A) Shredder materials: Paper, Staples and paper clips, Credit Card, CD/DVD OFFER: HSM SECURIO AF10 4.5X30mm w/ MAX BH-11F  -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-x-	61,300.00	61,300.00
Sixty One Thousand Three Hundred Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>61,300.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>61,300.00</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:

  
**EDWARD ANTHONY A. MILLIO**  
**COPYLANDIA OFFICE SYSTEMS CORPORATION**  
 (Signature over printed name)

Very truly yours,

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

(Date) MAY 06, 2024

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

Approved per Sangguniang Resolution No.: \_\_\_\_\_ Date: \_\_\_\_\_  
 Certified Correct: \_\_\_\_\_ Secretary to the Sanggunain

CONTROL # 2024- \_\_\_\_\_ -240433



2