

# PURCHASE ORDER

ORMOC CITY



**ORM F9-PO**

*Rev. 1, Effective February, 2023*

Reference # : 234438 ✓

Supplier **PHILCOPY CORPORATION**  
 Address #140-B Real St., District 21, Ormoc City  
 Tel. # 255-2956; FAX 561-0321  
 T.I.N. 000-169-318-000

Mode of Procurement :  
 philormoc@philcopy.net

P.O. # : 240011 ✓  
 Date : JAN 15 2024  
**DIRECT CONTRACTING**  
 P.R. # : 232909 ✓

Gentlemen :

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

Place of Delivery : **CITY ENGINEERING OFFICE** - Delivery Term **15 CALENDAR DAYS** -  
 Contract Name : **PROCUREMENT OF TONERS FOR THE EXISTING PHOTOCOPIER MACHINE FOR THE CITY ENGINEERING 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	6.	ctrg	Toner, TK-6113 For existing Photocopier Machine Kyocera Multi-Function Laser Copier (GENUINE) 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  -x-x-x-x-NOTHING FOLLOWS-x-x-x-x-	9,700.00	58,200.00	
Fifty Eight Thousand Two Hundred Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>58,200.00</b>	
				As READ >>>	<b>58,200.00</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:   
**CRESTY ALIBIO**  
**PHILCOPY CORPORATION**  
 (Signature over printed name)

Very truly yours,  
  
**LUCY TORRES GOMEZ**  
 City Mayor  
 (Authorized Official)

(Date) 2/1/24

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