

# PURCHASE ORDER

ORMOC CITY



**ORM F9-PO**

Rev. 1, Effective February, 2023

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**

Reference # : **245115**  
 P.O. # : **240082**  
 Date : **JAN 31 2024**  
 Mode of Procurement : **DIRECT CONTRACTING**  
 Philcopy Email : **philormoc@philcopy.net**  
 P.R. # : **240384**

Gentlemen :

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

Place of Delivery : **SANGGUNIANG PANLUNGSOD** Delivery Term **30 CALENDAR DAYS**

Contract Name : **PROCUREMENT OF TONERS FOR THE EXISTING PHOTOCOPIER MACHINE FOR THE SANGGUNIANG PANLUNGSOD**

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  | 5.  | pc            | TONER, ECOSYS M6630cidn Black  | 10,475.00                                     | 52,375.00         |
| 2  | 3.  | pc            | TONER, ECOSYS M6630cidn Cyan   | 11,025.00                                     | 33,075.00         |
| 3  | 3.  | pc            | TONER, ECOSYS M6630cidn Magenta  | 11,025.00                                     | 33,075.00         |
| 4  | 3.  | pc            | TONER, ECOSYS M6630cidn Yellow   | 11,025.00                                     | 33,075.00         |
|  |     |               | FOR EXISTING ECOSYS M6630CIDN (GENUINE)  |   | -                 |
| 5  | 3.  | crtg          | Toner, ECOSYS M8124CIDN TK-8113C   | 9,430.00                                      | 28,290.00         |
| 6  | 3.  | crtg          | Toner, ECOSYS M8124CIDN TK-8113M   | 9430.00                                       | 28,290.00         |
| 7  | 3.  | crtg          | Toner, ECOSYS M8124CIDN TK-8113Y   | 9,430.00                                      | 28,290.00         |
| 8  | 4.  | crtg          | Toner, ECOSYS M8124CIDN TK-8113K   | 5,680.00                                      | 22,720.00         |
|  |     |               | FOR EXISTING M8124CIDN (GENUINE)   |   | -                 |
| 9  | 5.  | ctrng         | Toner, TK-479  | 9,700.00                                      | 48,500.00         |
|  |     |               | FOR EXISTING FS-6265MFP (GENUINE)  |   | -                 |
| 10   | 5.  | pc            | Toner, TK-3165   | 8,600.00                                      | 43,000.00         |
|  |     |               | FOR EXISTING ECOSYS M3145 (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-x-  |   | -                 |
| Three Hundred Fifty Thousand Six Hundred Ninety Pesos Only |     |               |  | <b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b> | <b>350,690.00</b> |
|  |     |               |  | <b>As READ &gt;&gt;&gt;</b>                   | <b>350,690.00</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:

**GRESTY ALIBIO**

**PHILCOPY CORPORATION**

(Signature over printed name)

(Date)

02/05

Very truly yours,

**LEO CARMELO J. LOCSIN, SR.**

City Vice 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

ADMIN-BAC-OOR-58

