PURCHASE ORDER

ORMOC CITY

ORM F9-PO
Rev. 1, Effective February, 2023

Reference # : 244924

Supplier	PHILCOPY CORPORATION		P.O. # : 240100
Address	#140-B Real St., District 21, Ormoc City		Date : JAN 31 2024
Tel. #	255-2956;FAX 561-0321	Mode of Procurement :	DIRECT CONTRACTING
T.I.N.	000-169-318-000	philormoc@philcopy.net	P.R. # : 240209

Gentlemen :

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

Place of Delivery : *CITY GENERAL SERVICES OFFICE* Delivery Term *30 CALENDAR DAYS*

Contract Name : *PROCUREMENT OF TONERS FOR THE CITY GENERAL SERVICES OFFICE*

Date of Delivery : __/__/____ Payment Term

Item No.	Qty	Unit of Issue	Item Description	Estimated Unit Cost	Estimated Cost
*			*Balance Forwarded >>>*		
1	20.	crtg	TONER, ECOSYS M4125IDN (crtg)	9,700.00	194,000.00
			For existing Photocopier KYOCERA Laser M4125iDN		-
					-
2	5.	crtg	Toner, ECOSYS M8124CIDN TK-8113C	9,430.00	47,150.00
3	5.	crtg	Toner, ECOSYS M8124CIDN TK-8113M	9,430.00	47,150.00
4	5.	crtg	Toner, ECOSYS M8124CIDN TK-8113Y	9,430.00	47,150.00
5	5.	crtg	Toner, ECOSYS M8124CIDN TK-8113K	5,680.00	28,400.00
			item#2 to 5 for existing KYOCERA Multifunctional Laser		-
			copier ECOSYS M8124CIDN		-
			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-x-NOTHING FOLLOWS-x-x-x-x-x-		-
					-
					-
					-
					-
					-
					-
					-
					-
					-
Three Hundred Sixty Three Thousand Eight Hundred Fifty Pesos Only				TOTAL (Cost as Calculated)>>>	363,850.00
				As READ >>>	363,850.00

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)

Very truly yours,

Conforme:

CRESTY ALIBIO
PHILCOPY CORPORATION
(Signature over printed name)
(Date) 2/7/24

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

ADMIN-BAC-OOR-58