

# PURCHASE ORDER

ORMOC CITY



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

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 # : 245423  
 P.O. # : 240369  
 Date : APR 17 2024  
 Mode of Procurement : **DIRECT CONTRACTING**  
 P.R. # : 240648

Mode of Procurement :  
[philormoc@philcopy.net](mailto:philormoc@philcopy.net)

Gentlemen :

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

Place of Delivery : **OFFICE OF THE SENIOR CITIZEN** / Delivery Term **30 CALENDAR DAYS** /  
 Contract Name : **PROCUREMENT OF TONERS AND RIBBON KIT FOR THE EXISTING PHOTOCOPIER MACHINE FOR THE OFFICE OF THE SENIOR CITIZEN** /  
 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	2.	kit	Toner, FS-6525 MFP for existing kyocera ecosys FS-6525MFP photocopier	9,700.00	19,400.00
2	50.	box	Ribbon Kit (YMCKO) Smart 51 for existing Smart 51 PVC Printer 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-	5,500.00	275,000.00
Two Hundred Ninety Four Thousand Four Hundred Pesos Only				<b>TOTAL (Cost as Calculated)&gt;&gt;&gt;</b>	<b>294,400.00</b>
				<b>As READ &gt;&gt;&gt;</b>	<b>294,400.00</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) 4-22-24

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:

\_\_\_\_\_  
 Secretary to the Sanggunain

Date: \_\_\_\_\_

CONTROL # 2024- \_\_\_\_\_ -240369