



PURCHASE ORDER

Republic of The Philippines
 City Government of Tacloban
 Kanhuraw Hill, Tacloban City 6500
 Tel. Nos. 325-4053

08-544



Supplier : COPYLANDIA OFFICE SYSTEMS CORPORATION	P.O. No.: 85-08-21
Address : R.R. APOSTOL BLDG. P. ZAMORA COR. STO. NIÑO ST. BRGY.25,TACLOBAN CITY	Date: 08-26-21
Tel./Fax No.: 325-6496	Mode of Procurement: NEGOTIATED
TIN :	PROCUREMENT /NP-SVP
Supplier is : () Manufacturer () Exclusive Distributor	
Registered: () SEC () DTI	

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 :
Date of Delivery :	Payment Term:

Stock No.	Item No.	Unit	Description	Qty.	Unit Cost	Amount
CHO 2021-631						
	1	piece	Friction Sheet 042-17184-008	1	715.00	715.00
	2	piece	Pick up Roller Assy 035-94302-000	1	614.00	614.00
	3	piece	Stripper Pad 020-11711-106	1	738.00	738.00
	4	piece	Pressure roller 035-13011-201	1	1,495.00	1,495.00
	5	piece	PF/M-Rmv Clutch 490-51001-00	2	1,230.00	2,460.00
			brand & model : KZ 30			
nothing follows						
TOTAL AMOUNT						6,022.00
					1%	60.22
					5%	301.10

Total Amount in Words = Six Thousand Twenty- Two **Pesos and 00/100 only.....**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) one tenth (1/10) of one percent for every day of delay shall be imposed.

Conforme:

 Signature over Printed Name of Supplier

 Date

Very truly yours,
 OFFICE OF THE CITY MAYOR:
 ATTY. ANITA ALZA A. GUILLOPE
 OIC-CITY ADMINISTRATOR
HON. ALFRED S. ROMUALDEZ
 City Mayor

SALVADOR A. ABINA, JR.
 City Accountant

Date: **8-27-21**
 Amount: **₱ 6,022.00**
100 / 5-02-13-050

