



PURCHASE ORDER

SUPPLIER: **COPYLANDIA OFFICE SYSTEMS CORPORATION**
ADDRESS: 718 SGT. Bumatay Street, Plainview Subdivision,
Mandaluyong

P.O. No.: 2021-12-283
DATE: Dec. 29, 2021
MODE OF PROCUREMENT: NP: SMALL VALUE PROCUREMENT

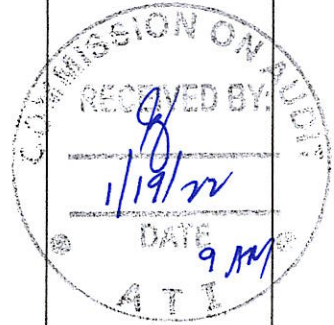
TIN: _____

Gentlemen:

Please furnish this Office the following article(s) subject to the terms and conditions contained herein.

Place of Delivery: ATI, Diliman, Quezon City Delivery Terms: 15 WORKING DAYS
Date of Delivery: _____ Payment Term: LDDAP

STOCK NO.	UNIT	DESCRIPTION	QTY	UNIT COST	TOTAL COST
	unit	Paper Folder Machine Friction FED 1-Buckle Folder (A3 size) Service Warranty: One year free service	1	₱ 131,000.00	₱ 131,000.00
	unit	Photocopier, USB Printer/Scanner Built in Auto Duplex Unit -Built in Network Interface Card -Auto Document Feeder Description Efficient performance in essential office functions Easiest usability Many scan functionalities High economic efficiency Environmental compatibility Functionality Copy and print up to 22 ppm A4 and 8 ppm A3 in black & white Media Standard: 350 sheets, max. 1,350 sheets 250 sheets universal cassette and 100 sheets multi-bypass (A5-A3, 64-157 g/m ²) for standard paper, envelopes, thick paper Standard: 350 sheets, max. 1,350 sheets Inclusion Initial set of consumables and basic table PURPOSE: To be used on reproducing IEC and corporate materials	3	95,000.00	285,000.00



TOTAL AMOUNT IN WORDS: FOUR HUNDRED SIXTEEN THOUSAND PESOS ONLY ₱ **416,000.00**

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

CONFORME:
Jayson Cabalung
Signature Over Printed Name of Supplier
1/18/2022
Date

Very truly yours,
ROSANA P. MULA, PhD
OIC-DIRECTOR IV

FUNDS AVAILABLE: _____ OR/BUR No.: 2021-12-52
12-29-21
Amount: Php. 416,000

BAC Secretariat Office
JAN 17 2022
BY: JAY 3:10

JOAN E. SINGSON
CHIEF ACCOUNTANT