



**PURCHASE ORDER**

MSSSD No. 424

Procuring Department: **Provincial Administrator Office**  
 Supplier: **COPYLANDIA OFFICE SYSTEMS CORPORATION** P.O.: **1 0 0 1 9 1 2** **No. 2003**  
 Address: **Lipa City**  
 E-mail Address: \_\_\_\_\_ Date: **December 23, 2019**  
 Telephone No.: **043-740-4165** Mode of Procurement: **Shopping**  
 TIN: **002-332-000-000**

Gentlemen:  
 Please furnish this office the following articles subject to the terms and conditions contained herein:  
 Place of Delivery: **P.A** Delivery Term: **w/ in 7 calendar days upon receipt of NTP**  
 Payment Term: **charge**

| Item No.  | UNIT | DESCRIPTION                            | QTY. | UNIT COST | AMOUNT           |
|---|------|--|------|-----------|------------------|
| 1   | pc   | Toner for Copier (Develop Ineo + 284e) |      |           |                  |
|   |      | Toner TN321 - Black <b>develop</b>     | 2    | 8,600.00  | 17,200.00        |
| 2   | pc   | Toner TN321 - Cyan <b>develop</b>      | 1    |           | 15,000.00        |
| 3   | pc   | Toner TN321 - Magenta <b>develop</b>   | 1    |           | 15,000.00        |
| 4   | pc   | Toner TN321 - Yellow <b>develop</b>    | 1    |           | 15,000.00        |
|   |      |  |      |           | <b>62,200.00</b> |
| <b>For use at Provincial Administrator's Office</b><br><b>(Administrative Division &amp; Organizational Development</b><br><b>Performance Management Division).</b><br><br><b>A/P 2020</b> <i>2-01-01-D10</i><br><i>5-02-03-010</i> |      |  |      |           |                  |

**TOTAL AMOUNT IN WORD): sixty two thousand two hundred pesos only**

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

*By Authority of the Governor:*  
 Very truly yours  
 HUBBERT CHRISTOPHER A. DOLOR, MD, MPA, MHA  
 Provincial Administrator  
**HUMERLITO A. DOLOR MPA, PhD.**  
 Provincial Governor

Conforme:

*[Signature]*  
**SHARON R. CAPILI**  
 Signature Over Printed Name of Supplier  
 Date: 12-23-2019

Funds Available:  
*[Signature]*  
**ALTHEA F. AGUTAYA**  
 Provincial Accountant

OBLIGATION REQUEST NO: 1031 072019  
 AMOUNT: ₱ 62,200.00