Municipal Government of Gloria, Oriental Mindoro

Project Reference Numb: 2021-011-002
Name of the Projects: Supply and Delivery of Photocopying machine
Location of the Projects: Municipality of Gloria-MSWDO

# PURCHASE ORDER
## MUNICIPAL GOVERNMENT OF GLORIA

| | | | |
|---|---|---|---|
| Supplier: | CENTURY OFFICE EQUIPMENT TRADING | P.O. No.: | 2021-011-005 |
| | | Date: | January 25, 2021 |
| Address: | Road 2, Arce Subdivision, Kumintang Ibaba, Batangas City | Mode of Procurement: | Shopping |
| TIN: | 181-453-252-000 | PR No./s: | 2021-011-002 |

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

| | | | |
|---|---|---|---|
| Place of Delivery: | Municipality of Gloria-MSWDO | Delivery Term: | 30 days |
| Date of Delivery: | | Payment Term: | after delivery and acceptance |

| Stock/ Property No. | Unit | Description | Quantity | Unit Cost | Amount |
|---|---|---|---|---|---|
| 1 | 1 | **PHOTOCOPYING MACHINE** | 1 | 49,900.00 | 49,900.00 |
| | | **FUJI XEROX/DOCUCENTER S2110(MODEL-NDA)** | | | |
| | | Specification: | | | |
| | | *Warm up Time: 31 second | | | |
| | | *First Output speed: 8.8 Seconds | | | |
| | | *Continous Output speed: 20 pages per minute | | | |
| | | *Memory : Standard 256 mb | | | |
| | | *Scanning Speed : Colour Maximum 6 originals per minutes | | | |
| | | *Resolution: up to 600 dpi | | | |
| | | *Copying Process : Laser Beam Scanning | | | |
| | | *Multiple copying : up to 99 copies | | | |
| | | *Resolution: up to 600 dpi | | | |
| | | *Paper Size: standard paper tray(s) A3, A4, A5 | | | |
| | | *Paper input capacity: standard 350 sheets/maximum 1350 | | | |
| | | *Paper Weight: Standard paper tray(s): 52-105g/m2 | | | |
| | | *Bypass tray : 52 - 216g/m2, Duplex:64-105g/m2 | | | |
| | | *Power Consumption: Less than 950W | | | |
| | | **SN: 405069** | | | |
| | | Total | | | **₱49,900.00** |

Total Amount in Words:
***Forty Nine Thousand Nine 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 percent for every day of delay shall be imposed on the undelivered item/s.

Conforme:

**CENTURY OFFICE EQUIPMENT TRADING**
Signature over Printed Name of Supplier
01-25-2021
Date Signed

Very truly yours,

**GERMAN D. RODEGERIO**
Municipal Mayor
01-25-2021
Date Signed

In case of Negotiated Purchase pursuant to Section 369 (a) of RA 7160, this portion must be accomplished.

Approved per Sanggunian Resolution No.: **Not Applicable**
Certified Correct:

**Not Applicable**

Date

Copy Distribution: Orig - DV/COA 2nd - DV/MAcO 3rd - BAC 4th - Supplier