

**PURCHASE ORDER  
MUNICIPAL GOVERNMENT OF GLORIA**

Supplier:	<b>CENTURY OFFICE EQUIPMENT TRADING</b>	P.O. No.:	<b>2022-012-139</b>
Address:	<b>2ND Road Arce Subdivision Kumintang Ibaba Batangas City</b>	Date:	<b>March 16, 2022</b>
TIN:	<b>181-453-252-000</b>	Mode of Procurement:	<b>Shopping</b>
		PR No./s:	<b>2022-012-210</b>

Gentlemen:

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

Place of Delivery:	<b>Municipal Health Office</b>	Delivery Term:	<b>30 days</b>
Date of Delivery:		Payment Term:	<b>after delivery and acceptance</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	<b>Photocopying Machine FUJI XEROX 2520</b>	<b>1</b>	109,000.00	109,000.00
		<b>Specipication:</b>			
		*Copy, Print/Scan			
		*Desktop Type, Memory 512mb			
		*Print resolution: 600 dpi x 600dpi			
		*Original Size up tp A3 Size			
		*Paper Capacity: 60 to 216gsm			
		*Tray Capacity: 850			
		*Duplex Automactic Document Feeder			
		*A compact mono printer with suite of powerful features			
		*Measuring 595mm width and 584mm (depth)			
		*With Tray and Cabinet			
		*Rotate Collate feature allows easy sorting of documents			
		*Print Speed of up to 25ppm to keep up with your fast pace			
		*Colour scanning feature available for both local and network scanning			
		Note:1 year warranty and lifetime free service			
		*The supplier shall supply products which comply with the latest version of the International ENERGY STAR requirements (currently version 2.0 for Imaging Equipment).			
		*The supplier shall supply products which contain user instructions for green performance management			
		*The supplier shall supply products which must be capable of using recycled content paper without voiding the manufacturer's warranty			
		Total			<b>₱109,000.00</b>

Total Amount in Words:

**One Hundred Nine Thousand 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:

Very truly yours,

**CENTURY OFFICE EQUIPMENT TRADING**

Signature over Printed Name of Supplier

03 16-2022

Date Signed

**GERMAND. RODEGERIO**

Municipal Mayor

03 16 2022

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



Republic of the Philippines  
Province of Oriental Mindoro  
**MUNICIPALITY OF GLORIA**

**OFFICE OF THE BIDS AND AWARDS COMMITTEE**

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**NOTICE TO PROCEED**

**March 18, 2022**

**DANILO C. ONA**  
**CENTURY OFFICE EQUIPMENT TRADING**  
2ND Road Arce Subdivision Kumintang Ibaba Batangas City

Dear Ma'am/Sir;


The attached Contract Agreement having been approved, notice is hereby given to **CENTURY OFFICE EQUIPMENT TRADING** may commence on the **Supply and Delivery of Photocopying Machine** effective on the day or date after the receipt of this notice.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the Municipal Government of Gloria, Oriental Mindoro.

**Contract Duration:** 30 days upon the effectivity of Notice to Proceed.

Very truly yours,

  
**GERMAN D. RODEGERIO**  
Municipal Mayor

I acknowledge receipt of this Notice on 03 - 18 - 2022

Name of the Representative of the Bidder: GIRLIE [Signature]

Authorized Signature: [Signature]