

NATIONAL FOOD AUTHORITY

Misamis Oriental Provincial Office
Baloy, Cagayan de Oro City

PURCHASE ORDER

No. **0936**

Supplier: COPYLANDIA OFFICE SYSTEMS CORPORATION	P.O. No. 0936
Address: G/E PAZ BLDG. CORNER CARBAJAL-SAN ISIDRO ST., BARANGAY 08 MALAYBALAY, BUKIDNON	Date: _____
TIN No.: 002-332-000-028	PR No.: 2022-08-276
Mode of Procurement: SHOPPING 52.1 (b)	Date: 08/12/2022
Requisitioning Office/Dept: ADMIN	

Gentlemen,
Please furnish this office the following articles subject to the terms and conditions contained herein.

Place of Delivery: NATIONAL FOOD AUTHORITY BALOY, TABLON, CAGAYAN DE ORO CITY	Delivery Term: 30 DAYS COD
Date of Delivery: _____	Payment Terms: _____

We reserve the right to reject and return at your expense any material not specified in this order.

Stock No./ Item Code	Description	Qty.	Unit	Unit Cost	Amount
	Copy/Print Speed : 20 ppm A4, up to 8 ppm A3	1	SET	93,888.00	93,888.00
	Document Feeder DF633 : #30 Originals/ Reversing Automatic Document Feeder				
	Auto Duplex 509 : Automatic back-to-back Printing				
	Paper input Capacity : Standard: 350 sheets; Max. 1,350 sheets				
	Copy/Print Resolution : 600 x 600 dpi				
	Printable Paper sizes : A5-A3, customized paper sizes				
	Printable Paper Weight : 64-157 gsm				
	Automatic Duplexing : A5-A3; 35-128gsm				
	Multi-copy : 1-999 sheets				
	System Dimensions : 607 x 570 x 458mm (without options) (WxDxH)				
	Imaging technology : Laser				
	Consumable Toner : TN118				
	Toner technology : Simitri HD Polymerized toner				

(Total Amount in Words)

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of the percent (1%) of the undelivered amount of PO for every day of delay shall be imposed. In addition, the performance bond shall be automatically forfeited.
Deliveries rejected to conform to specifications shall be replaced within 7 government working days from date of rejection but subject to penalty of 1/10 of 1% per day of delay based on value of items rejected, after which Supplier shall also be considered in default.
Moreover, NFA shall have the option to purchase undelivered items from other Suppliers and any price difference shall be charged to Supplier in default. In addition, Supplier shall be liable to pay 15% of the contract price should NFA resort to court action to enforce the provisions of this agreement. Supplier Authorizes NFA to deduct the penalty / liquidated damages from any of its receivables from NFA.

Conforme: **MARY GRACE G ADAME**
COPYLANDIA OFFICE SYSTEMS CORPORATION
Signature over Printed Name of Supplier
SEPTEMBER 6, 2022
Date

Very truly yours,
JOHN ROBERTO R. HERMANO
REGIONAL DIRECTOR
Provincial Manager

PERFORMANCE BOND - The Supplier shall within five (5) banking days from the date of receipt of the approved PO post a Performance in any of the following from with amount equivalent to 5% of the total contract price in the form of cash, certified check, cashier's check, manager's check, bank draft or Irrevocable Letter of Credit, 10% of the total contract price if bank guarantee, 30% of the total contract price if surety bond, issued in favor of the NATIONAL FOOD AUTHORITY to assure faithful compliance with the terms and conditions of the Purchase Order and to answer of any damages or penalties that may be suffered by the NATIONAL FOOD AUTHORITY by reason of any violations in the terms and conditions of the Purchase Order.
(The cash, certified check, cashier's / manager's check, bank draft / guarantee should be confirmed by a reputable local banks. The irrevocable LC should be issued by a reputable commercial bank with validity of 60 days after date of issue. The surety bond should cellable upon demand and issued by any reputable surety or insurance company. Performance bond is not needed for COD or advance delivery).

Funds Available: **CHRISTLE NIÑO L. VEN**
Sr. Accounting Specialist

INSPECTION AND ACCEPTANCE REPORT

INSPECTION	ACCEPTANCE
Invoice No. _____ Date _____	Invoice No. _____ Date _____
Date Inspected _____	Date Received _____
<input type="checkbox"/> Inspected, verified and found in order as to quantity and specifications.	<input type="checkbox"/> Complete Delivery
_____ Inspector	<input type="checkbox"/> Partial Delivery (pls. specify quantity)
	_____ Requisitioning Officer

NATIONAL FOOD AUTHORITY

Misamis Oriental Provincial Office
Baloy, Cagayan de Oro City

PURCHASE ORDER

Nº **0937**

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Address: <u>G/F PAZ BLDG. CORNER CARBAJAL-SAN ISIDRO ST., BARANGAY 08 MALAYBALAY, BUKIDNON</u>	Date: _____
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Stock No./Item Code	Description	Qty.	Unit	Unit Cost	Amount
	Toner Price : Not exceed 3,200.00 per Tube				
	Copy Functions : 2in1, 4in1; book copy; ID copy; shift margin; erase; image rotation; program; registration.				-
	After Sales Support : Lifetime Free Service (Renewable yearly)				-
	Free Regular Preventive Maintenance Check-up				-
	Free standard Toner (1 tube) upon delivery				-
	Availability of Service Center in Bukidnon.				-
					93,888.00

(Total Amount in Words) NINETY-THREE THOUSAND EIGHT HUNDRED EIGHTY-EIGHT PESOS ONLY

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MARY GRACE Q. ADAME
COPYLANDIA OFFICE SYSTEMS CORPORATION

Very truly yours,

JOHN ROBERT R. HERMANO
REGIONAL DIRECTOR

Conforme: _____
Signature over Printed Name of Supplier

Provincial Manager

SEPTEMBER 6, 2022

Date

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Funds Available: CHRISTLE NIÑO L. VEN
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