

Procuring Entity : **NC** : City Government of Cagayan de Oro
End User Unit : OFFICE OF THE BUILDING OFFICIAL
Purchase Request (PR) Number : 22-2962
PR Date : September 7, 2022

ABC : PhP68,580.00
PPMP Code : OBO22-TF 041
Quotation No. : 2062-22

PURCHASE ORDER

0009

JAN 05 2023

Supplier	: NEED INK? SALES AND SERVICES	P.O. No.	
Address	: BURGOS-CHAVEZ STREETS, CAGAYAN DE ORO CITY	Date	
E-mail Address	:	Mode of Procurement	Small Value Procurement (Sec. 53.9)
Telephone No.	:		
TIN	:		

Gentlemen

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

Place of Delivery	: OFFICE OF THE BUILDING OFFICIAL VIA CGSO for Inspection	Delivery Term	: FIFTEEN (15) CALENDAR DAYS
Date of Delivery	:	Payment Term	:

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
1	cartridge	Optimum Toner, OPT-12A for Canon LBP 2900	12	1,898.00	22,776.00
2	cartridge	Optimum Toner, OPT-35A for HP LaserJet M1212	12	1,898.00	22,776.00
3	cartridge	Optimum Toner, OPT-85A for HP LaserJet P1102	12	1,898.00	22,776.00
(Item No.1-3 w/ free use of printer)					

Purpose: For use by the City Building Office, particularly in daily office operations Total **PhP68,328.00**

(Total Amount in Words) **SIXTY EIGHT THOUSAND THREE HUNDRED TWENTY EIGHT AND 00/100 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.

Very truly yours,

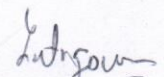
APPROVED :

By Authority of the BAC :

ATTY. PERCY G. SALAZAR
Chairperson, Bids and Awards Committee

ROLANDO A. UY
City Mayor

Conforme :


Signature over Printed Name of Supplier
01 / 06 / 2023
Date

Note: This serves as Notice of Award and Contract once Conformed within Ten (10) Days, by the Supplier.