

NC

Procuring Entity : City Government of Cagayan de Oro  
End User Unit : OFFICE OF THE SP SECRETARY  
Purchase Request (PR) Number : 22-0285  
PR Date : January 25, 2022

ABC : PhP60,500.00  
PPMP Code : SPSEC22-1 002  
Quotation No. : 2239-22

PURCHASE ORDER

2825

Supplier	: NEED INK? SALES AND SERVICES	P.O. No.	
Address	: BURGOS-CHAVEZ STREETS, CAGAYAN DE ORO CITY	Date	DEC 09 2022
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 SP SECRETARY VIA CGSO for Inspection	Delivery Term	: SEVEN (7) CALENDAR DAYS
Date of Delivery	:	Payment Term	:

ITEM NO.	UNIT	DESCRIPTION	QTY	UNIT COST	AMOUNT
1	cartridge	Optimum Toner, OPT-12A OPTIMUM	5	1.00	9,490.00
2	cartridge	Optimum Toner Cartridge, Opt-83A OPTIMUM (Free-Use Printer)	20	1.00	37,960.00
PURPOSE: FOR THE USE IN THE OFFICE OF SP SECRETARY					Total PhP47,450.00

(Total Amount in Words) FORTY SEVEN THOUSAND FOUR HUNDRED FIFTY 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  
By Authority of the City Mayor

Atty. ROY HILARIO P. RAAGAS  
City Administrator

Conforme :

Luzvilla T. B. L. W.

Signature over Printed Name of Supplier

12 / 20 / 2022

Date

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