

COPYLANDIA OFFICE SYSTEM CORP.

Purchase Order No. : 17-034
Date : 16-Mar-17
Terms of Payment :
Mode of Procurement : Local Shopping

[illegible]

1. The Agency shall impose penalty in an amount equivalent to 1/10 of one (1) percent of the total value of undelivered order for each day of the delay as liquidated damages;
2. Render your bills in triplicate copies including the original;
3. If the date of the receipt of the Purchase Order by the supplier is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the Purchase Order; and
4. For imported items, IMPORTATION DOCUMENTS specifically showing the condition, serial numbers of the equipment purchased, and tax receipts, should be submitted by the supplier.

Very truly yours,

ALLANODEN A. MACARIMBANG
Chief, Management Services Division

Conform:

Name & Signature of Supplier/Representative