

## PURCHASE ORDER

Supplier : COPYLANDIA OFFICE SYSTEMS CORPORATION  
Address : ILIGAN CITY  
Tel/Fax :  
PR No. : 032-18, 298-18, 112-18 AND 099-18  
Date : 1/16/2018, 4/27/2018, 1/8/2018 AND 1/18/2018

Purchase Order No. : 18-087  
Date : 24 MAY 2018  
Terms of Payment :  
Mode of Procurement : NP/SVP

Please deliver to this Office within **seven (7)** working days from receipt hereof the following:

NO.	QTY.	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	4	UNITS	<b>PAPER SHREDDER</b> , can shred staples, credit cards and CDs, strip cut, cut at least (6) sheets for 70 gsm paper with a cutting speed of 60mm/sec, auto switch and auto reverse, with motor overheating protection, cutting width of 3mm-4mm, 220v  Brand/Model: HSM SECURIO C18 Cutting Speed: 64mm/s Cutting Capacity: 70g/m2: 10-11 sheets Cutting Type: Strip Cut Weight: 11 kg Power Supply: 230V/50Hz 3 years warranty  XXXXXXXXXXXXNOTHING FOLLOWSXXXXXXXXXXXX	15,000.00	60,000.00
T O T A L					60,000.00

### Conditions:

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 dealer is not indicated, it shall be deemed received on the 10th working day from the date of the approval of the Purchase Order.
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

Funds available in the amount of: 60,000.00

Very truly yours,

**SORAYAH M. SHARIEF-TABAO**  
Head, Fund Management Section

Approved:

**ALLANODEN A. MACARIMBANG**  
Chief, Management Services Division

**Attv. KHALIUZZAMAN M. MACABATO, CPA, CSEE**  
Regional Vice-President