

**PURCHASE ORDER**  
**DBM - GPPB-TSO**  
Entity Name

Supplier : **OTUS COPY SYSTEMS INC.**  
Address : 10/F MG Tower 75 Shaw Blvd., Manadaluyong City  
TIN : 245-110-268-000

P.O. No. : **PO-AD-2024-009**

Date : 11 March 2024

Mode of Procurement : **Section 53.9 (Negotiated Procurement - Small Value Procurement) of the Revised IRR of RA 9184**

Gentlemen:

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

Place of Delivery : Government Procurement Policy Board – Technical Support Office Building  
New Building at UP Diliman, Commonwealth Avenue, Quezon City

Delivery Term : **N/A**

Date of Delivery : **N/A**

Payment Term : **Land Bank's LDDAP-ADA/Bank Transfer facility**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Unit	<p><b>Rental of Digital Photocopier (Black &amp; White and Colored)</b></p> <p><b>Provision of 4 fully functional photocopier (1 colored and 3 B&amp;W/Monochrome)</b></p> <p><b>Photocopier model released at least within the last four (4) years</b></p> <p><b>Duration: Twelve (12) months</b></p> <p>a. Printing Volume Range:  Colored: Estimate of 1,000 copies/month  Black &amp; White: Estimate of 25,000 copies/month</p> <p>b. Payment Terms: monthly basis <b>based on actual number of copies printed</b> per month</p> <p>c. Allowable Spoilage: 2% of the total copies per month</p> <p><b>Machine Specifications:</b></p> <p>a. Capable of wireless and cabled network printing and scanning with available online driver for ease of configuration and setup.</p> <p>b. Capable of Back to Back Printing, Automatic / Electronic Sorting, Reverse Automatic Document Feeder (RADF, optional) and in good operating condition.</p> <p>c. Capable to print documents from MS Office Applications and other applications / formats for documentary printing (e.g. JPEG,PDF,etc.)</p> <p>d. Compatible and able to support Windows 7 and/or higher OS.</p> <p>e. Copies per minute: at least 30 pages per minute for both monochrome (black and white) and colored</p> <p>f. Machine can be used as a scanner and printer with no additional cost for the needed accessories/programs</p> <p>g. Scanned Document output files must be in TIFF/JPG and PDF format and can be saved/stored directly to desired location, network PC/Server/laptop, with Lightweight Directory Access Protocol (LDAP) Support</p> <p>h. Scan Mode: Scan to FTP, Scan to eMail, Scan to USB, etc.</p> <p>i. Magnification: 25% - 400% reduction/enlargement</p> <p>j. Supports User Box Specifications</p> <p>k. Power Requirements: 220 - 240 V / 50 / 60 Hz max.: &lt; 1,560 W (system) with energy mode</p> <p>l. Must comply with the version of the International Energy Saving Mode requirements</p> <p>m. With user instructions for green performance management</p> <p>n. Capable of using recycled content paper without voiding the manufacturer's warranty</p> <p>o. Capable of printing and scanning up to A3 paper size</p> <p><b>Maintenance Services:</b></p> <p>a. Monthly inspection and maintenance to keep the photocopying machine in good order.</p> <p>b. Regular supply/delivery of consumables regardless of operating time/number of copies free of charge.</p> <p>c. Replacement of defective parts shall be free of charge.</p> <p>d. On call customer service/technician who shall respond within 4 hours to service calls upon advice of the end-user and shall be replaced within the next 24 hours. <b>Failure to respond to service calls shall be a ground for termination of contract.</b></p> <p>e. Availability and delivery of service unit after 24 hours in the event of machine breakdown.</p> <p><b>Installation Services:</b></p> <p>a. Supplier's Representative/Technician shall configure/setup the equipment to make it operational in the presence of the representatives from the Administrative Division and Information Management Division</p> <p>b. Supplier's Representative / Technician shall conduct an orientation and basic trouble shooting to the representatives from the Administrative Division and Information Management Division</p>	4	PHP235,680.00	PHP235,680.00

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
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<p><b>Other Requirements:</b> Must be an authorized distributor of the photocopier brand to be provided as evidenced by a certificate from the manufacturer.</p> <p><b>External Suppliers Evaluation:</b> Must have at least seventy-five percent (75%) satisfactory rating from one (1) previous client</p> <p><b>Delivery Requirements:</b> Service Provider must deliver the Photocopiers at GPPB-TSO Building, Commonwealth Avenue, Diliman, Quezon City within three (3) calendar days upon receipt of Purchase Order</p> <p align="center">*****nothing follows*****</p>			
(Total Amount in Words) <b>Two Hundred Thirty-Five Thousand Six Hundred Eighty</b>					<b>PHP235,680.00</b>

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed on the undelivered item/s.

Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days' written notice, if determined the existence of conditions make the project implementation economically, financially or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.

Conforme:   
CLAIRE B. JOSEPH  
Signature over Printed Name of Supplier  
MARCH 15, 2024  
Date

Very truly yours,   
Maria Dionesia A. Rivera-Guillermo 03/14/2024  
Signature over Printed Name of Authorized Official  
Deputy Executive Director IV  
Designation

Fund Cluster : 01  
Funds Available : Php 235,680.00  
Harry A. Curaza  
Signature over Printed Name of Accountant 

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_