

PURCHASE ORDER
DBM - GPPB-TSO
 Entity Name

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

P.O. No. : **PO-AD-2025-013**
 Date : 26 March 2025
 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 :	Delivery Term : <u>Please see condtions below</u>
Government Procurement Policy Board – Technical Support Office Building, Commonwealth Avenue, UP Diliman Campus, Quezon City 1121	
Date of Delivery :	Payment Term :
- Service Provider must deliver the Photocopiers at GPPB-TSO Building, Commonwealth Avenue, Diliman, Quezon City within three (3) calendar days upon receipt of the signed Purchase Order.	- Payment shall be made after every delivery provided that the end-user has issued the certificate of acceptance and submission of billing statement. - Service Provider shall be paid monthly based on actual number of copies printed per month - Payment shall be made through Landbank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) calendar days after the receipt of service invoice and issuance of Certificate of Acceptance by the end-user.

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		<ul style="list-style-type: none"> - Replacement of defective parts shall be free of charge - On call customer service/technician who shall respond within 4 hours to service calls upon advice of the end-user. Failure to respond to service calls shall be ground for termination of contract. - Availability and delivery of new service unit after 24 hrs. in the event of machine breakdown <p>G. Installation Services</p> <ul style="list-style-type: none"> - 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. - Supplier's Representative/Technician shall conduct an orientation and basic trouble shooting to the representatives from the Administrative Division and Information Management Division. <p>H. Other Requirements</p> <ul style="list-style-type: none"> - Must be an authorized distributor of the photocopier brand to be provided as evidenced by a certificate from the manufacturer <p>I. External Supplier's Evaluation</p> <ul style="list-style-type: none"> - Must be an authorized distributor of the photocopier brand to be provided as evidenced by a certificate from the manufacturer <p>J. Delivery Requirements:</p> <ul style="list-style-type: none"> - Service Provider must deliver the Photocopiers at GPPB-TSO Building, Commonwealth Avenue, Diliman, Quezon City within three (3) calendar days upon receipt of the signed Purchase Order. <p>K. Payment Terms</p> <ul style="list-style-type: none"> - Payment shall be made after every delivery provided that the end-user has issued the certificate of acceptance and submission of billing statement. - Service Provider shall be paid monthly based on actual number of copies printed per month - Payment shall be made through Landbank's LDDAP-ADA/Bank Transfer Facility, within fifteen (15) calendar days after the receipt of service invoice and issuance of Certificate of Acceptance by the end-user. <p align="center">*****nothing follows*****</p>			

(Total Amount in Words) **Two Hundred Forty Thousand Nine Hundred Forty Eight Pesos**

PHP 240,948.00

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:


CLARENCE B. JOSEPH
 Signature over Printed Name of Supplier
 3/27/2025
 Date

Very truly yours,


JULIE D. ABRIGO
 Signature over Printed Name of Authorized Official
 Chief Administrative Officer, Administrative Division
 Designation

Fund Cluster : 01
 Funds Available : 240,948.00
 for **HARRY A. CURAZA**
 Signature over Printed Name of Accountant IV

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____

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Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	Rental of Digital Photocopier (Black & White and Colored) A. Provision of five (5) fully functional photocopier (1 colored and 4 black and white) - Photocopier model released at least within the last four (4) years B. Duration: Twelve (12) months from the receipt of signed Purchase Order. C. Printing Volume: - Colored: Estimate of 1,100 copies/month - Black and White: Estimate of 25,000 copies/month D. Allowable Spoilage: 2% of the total copies per month E. Machine Specifications: - Capable of Wireless and cabled network printing and scanning with available online driver for ease of configuration and set up - Capable of back-to-back printing, Automatic/Electronic Sorting, Reverse Automatic Document Feeder (RADF, optional) and in good operating condition - Capable to print documents from MS Office Applications and other applications/formats for documentary printing (e.g. JPEG, PDF, etc.) - Compatible and able to support Windows 7 and/or higher OS - Copies per minute: at least 30 pages per minute for both monochrome (black and white) and colored - Machine can be used as a scanner and printer with no additional cost for the needed accessories/programs - Scanned Documents 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 - Scan Mode: Scan to FTP, Scan to eMail, scan to USB etc. - Magnification: 25%-400% reduction/enlargement - Supports User Box Specifications - Power Requirements: 220-240V/50/60 Hz max.: <1,560W (system) with energy mode - Must comply with the version of the International Energy Savings Mode requirements - With user instruction for green performance management - Capable of using recycled content paper without voiding the manufacturer's warranty - Capable of printing and scanning up to A3 paper size F. Maintenance Services: - Monthly inspection and maintenance to keep the photocopying machine in good order - Regular supply/delivery of consumables regardless of operating time/number of copies free of charge	1	240,948.00	P240,948.00