



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : DIAMOND-EMPIRE MARKETING
Address : 17 Tyler North Greenhills, Greenhills, San Juan 2

P.O. No. : 23-03-0094
Date : 03/20/2023
Mode of Procurement: SMALL VALUE PROCUREMENT

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

Place of Delivery : Central Supply Office
Date of Delivery : -

Delivery Term : 60 Calendar Days
Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			Lot 1 Equipment (ICT)		

Control No. **4304** SUBTOTAL : **Php 90,000.00**

Total Amount in Words Ninety Thousand Pesos Only.

In case of the 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 as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
(Authorized Official)
City Mayor

Conforme :

MICO IVAN L. LAO
(Signature over printed name of Supplier)
Date 4/13/2023

Requisitioning Office / Dept. :

RODRIGO M. DE DIOS
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : _____
OBR No. : _____



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	PCS	3	Wifi Duplex Wide Format all-in One ink Tank Printer, EPSON ALL-IN-ONE INKJET Printer Type: Print, Scan, Copy, Fax with Automatic Document Feeder System Print Method: Ink-jet System or equivalent energy saving printer method system Print Direction: Bi-directional printing Colors Consumable Utilized: at least 4 colors (Black, Cyan, Magenta, Yellow) Maximum Resolution: At least 4800x1200 dpi Has the capability on automatic 2-sided printing for at least A4 sized paper Capable of Borderless printing Printing Speed and copying follows ISO Standards or equivalent international standards Capable of enlarging and reducing Images when used as a copier Capable of copying a Legal sized paper Copy resolution at least 600x600 dpi Has a flatbed color image scanner Optical resolution for scanning at least 1200x2400 dpi Maximum scan area at least 216mm x 356mm Capable of Black text and Color fax function Can accommodate up to size A3 paper Has available application supports from the manufacturer Supported OS: up to the latest versions of Mac OS and Windows Capable of USB, ethernet, Wifi, LAN Interfaces With at least 1 year warranty	30,000.00	90,000.00

Control No. **4304** **SUBTOTAL : Php 90,000.00**

Total Amount in Words Ninety Thousand Pesos Only.

In case of the 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 as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
 (Authorized Official)
 City Mayor

Conforme :

MICO IVAN L. LAO / *Regis*
 (Signature over printed name of Supplier)
4/13/2023
 Date

Requisitioning Office/ Dept. :

RODRIGO M. DE DIOS
 (Authorized Official)

Funds Available

JUVY A. CUENCO
 Chief Accountant

Amount : _____
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
2	PCS	2	Branded Laptop Computers, ASUS X1500 Processor: at least 6 cores and 12 threads, turbo frequency at least minimum 3GHz, maximum at least 4GHz, 16mb cache Memory: 8GB RAM Hard Drive: 1TB SSD, partitioned for systems and file backup OS: Pre-installed Win11 Pro 64Bit Webcam: Integrated HD 720p Display: at least 15 inch FHD 1920x1080 resolution LAN: Gigabit 10/100/1000 Bluetooth: Latest Bluetooth Technology Battery: Li-ion Battery life at least 8 hours Adaptor: AC Adapter Port: Type-C with Numlock keys, With Energy Star 8.0 Rating, With Top Load Carrying Case or Backpack, 3 Years warranty on parts and services, 1-year warranty on battery.	66,500.00	133,000.00

Control No. **4304** **SUBTOTAL : Php 223,000.00**

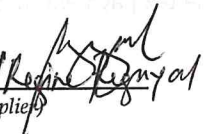
Total Amount in Words *Two Hundred Twenty-three Thousand Pesos Only.*

In case of the 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 as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
 (Authorized Official)
 City Mayor

Conforme :


MICO IVAN L. LAO
 (Signature over printed name of Supplier)
2/13/2023
 Date

Requisitioning Office/Dept. :
RODRIGO M. DE DIOS
 (Authorized Official)

Funds Available:

JUVY A. CUENCO
 Chief Accountant

Amount : _____
 OBR No. : _____



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Delivery Term : 60 Calendar Days
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
3	PCS	2	Photo Copier & Scan Copier Machine with Toner, KYOCERA Minimum Main Specifications: Capable to Copy, Print, Scan and Fax Writing Method: laser or equivalent technology With CPU, speed at least 500 MHz Print speed at least 18 cpm for one-sided and at least 11cpm for two-sided on A4 size Has a memory of at least 256 MB Can be functional in 18 seconds or lower Has multi-purpose trays and cassette for loading papers Capable of loading paper size from A6R to A3 Capable of printing to paper that weights at least 50 gsm to at most 160 gsm Copying resolution of 600x600 dpi or better Capable of reducing and/or enlarging the object from at least 30% to 4 times its original size Supported by Windows, OS, Mac OS and Linux Capable of connecting via USB and Ethernet Capable of scanning in full color, grayscale or monochromatic Has various color and monochromatic resolutions in scanning Capable of saving a scanned object in various file formats Can support various file transfers Has a standard transmission speed of at least 33.6 kbps for fax Has various fax resolution settings Capable of saving fax numbers thru a one touch dial	73,000.00	146,000.00

Control No. **4304** **GRAND TOTAL : Php 369,000.00**

Total Amount in Words Three Hundred Sixty-nine Thousand Pesos Only.

In case of the 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 as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

VICTOR MA. REGIS N. SOTTO
 (Authorized Official)
 City Mayor

Conforme :

MICO IVAN L. LAO / *Regis*
 (Signature over printed name of Supplier)
4/13/2023
 Date

Requisitioning Office / Dept. :

RODRIGO M. DE DIOS
 (Authorized Official)

Funds Available :

JUVY A. CUENCO
 Chief Accountant

Amount : ₱ 369,000. -
 OBR No. : GEN. FUND
SPECIAL TRUST Acct.



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			At least 1 year warranty		
			***** Nothing Follows *****		
				Sub Total :	369,000.00

Control No. **4304**

GRAND TOTAL : Php 369,000.00

Total Amount in Words Three Hundred Sixty-nine Thousand Pesos Only.

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MICO IVAN L. LAO
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4/13/2023
Date

Requisitioning Office / Dept. :

RODRIGO M. DE DIOS
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱ 369,000. -
OBR No. : GEN. FUND
SPECIAL TRUST ACCT.