



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : PHILCOPY CORPORATION  
 Address : 793 J. P. Rizal Avenue, Poblacion, Makati

P.O. No. : 23-12-0921  
 Date : 12/13/2023  
 Mode of Procurement: SMALL VALUE PROCUREMENT

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

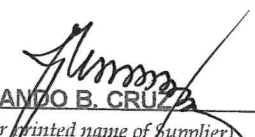
Place of Delivery : Central Supply Office      Delivery Term : Please see attached Terms of Reference  
 Date of Delivery : \_\_\_\_\_      Payment Term : Please see attached Terms of Reference

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	UNIT	1	Photocopier machine with toner KYOCERA TASKALFA 2020 WITH DOCUMENTER FEEDER, EXTRA TONER Photocopier Machine with Automatic Document Feeder FUNCTION : Print, Scan and Copy - Digital Copier with GDI Printing and Color Scanning - With Automatic Document Feeder - Copy and print speed: 23 ppm - Warm-up time: 17.2 seconds or less - Original size and copy size: from A5 up to A3 - Copy and print resolution: 600 x 600 dpi - Standard memory capacity: 256 mb, upgradable 2GB - Maximum duty cycle of 30,000 pages per month - Input paper capacity of 300-sheets universal paper cassette and 100-sheets multi purpose tray - Supports USB 2.0 and LAN - Must be supported by up to the latest versions of Windows OS and Mac OS - With at least 1 year of parts replacement free of charge or up to 91,000 duty cycles ( print,scan,copy), whichever comes first - With warranty on accessories for at least 1 year - The installation will be taken care by the supplier - The supplier will provide training on the proper use of the unit to end-users - With repair service for at least two (2) years, and if the unit required prolonged service, the supplier shall install a backup unit  *Purchase Order shall cover all items found in the Request for Quotation, Terms of Reference/Technical Specification and Bid Bulletin/s, if any.	90,000.00	90,000.00
For the use of Ugnayan sa Pasig/ Freedom of Information for the use of City Administrator's Office					


Control No. **4995** **GRAND TOTAL :      Php 90,000.00**

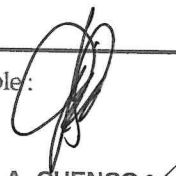
**Total Amount in Words** Ninety Thousand Pesos Only.

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.

Conforme :  
  
ROLANDO B. CRUZ  
 (Signature over printed name of supplier)  
12.27.23  
 Date

Very truly yours,  
**VICTOR MA REGIS N. SOTTO**  
 (Authorized Official)  
 City Mayor

Requisitioning Office/Dept. :  
  
**MA. ROWENA R. DIMANLIG**  
 (Authorized Official)

Funds Available :  
  
**JUVY A. CUENCOS**  
 Chief Accountant

Amount : ₱ 90,000.00  
 OBR No. : 106- 2023- 08  
0001- 1031- 16



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***** Nothing Follows *****					


For the use of Ugnayan sa Pasig/ Freedom of Information for the use of City Administrator's Office


Control No. 4995 GRAND TOTAL : Php 90,000.00

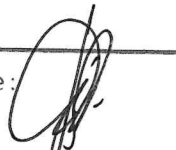
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MA. ROWENA R. DIMANLIG  
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Funds Available :  
  
JUVY A. CUENCO  
Chief Accountant

Amount : ₱ 90,000.00  
OBR No. : 100-2623-02  
0001-1031-16