



PURCHASE ORDER

CITY GOVERNMENT OF PASIG

Agency Name

Supplier : COPYLANDIA OFFICE SYSTEMS CORPORATION
 Address : No. 718 Sgt. Bumatay Street, Mandaluyong City

P.O. No. : 23-12-0932
 Date : 11 December 2023
 Mode of Procurement: PUBLIC BIDDING

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 : 30 calendar days
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	UNIT	1	PHOTOCOPIING MACHINE COLORED, DEVELOP INEO+250I WITH DF-632, DK-516 AND PC-216 * Minimum specifications: - Functions: print, copy, scan - Type: Flatbed, ADF - Duplex print: automatic - Print speed: at least 25 pages per minute - Scan speed: at least 80 pages per minute - Print resolution: 1,200 x 1,200 dpi - Scan resolution: 600dpi - Max. number of copies: up to 999 copies - Zoom: 25 to 400% - Paper size: 297 x 420mm (max) 105 x 148mm (min) - Paper weight: can feed up to 300gsm - Input & output capacity: 500 sheets - Number of paper tray: four (4) trays - Power source: 240v, 50/60Hz (max) - Warranty service - 1 year service on parts and labor, lifetime service for repair. Consumables - Must be compatible with the above-mentioned copier - Genuine product	105,100.00	105,100.00
2	CARTS	34	Black, DEVELOP-TONER TN328K BI Yields: 28,000 copies	6,475.00	220,150.00
3	CARTS	50	Cyan, DEVELOP-TN328C Cyan Yields: 28,000 copies	11,550.00	577,500.00

Control No. **5108**

SUBTOTAL : Php 902,750.00

Total Amount in Words Nine Hundred Two Thousand Seven Hundred Fifty 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,

Conforme :

ROMEO A. PECHON JR.
(Signature over printed name of Supplier)
Dec 28, 2023
 Date

HON. VICTOR MA. REGIS N. SOTTO
(Authorized Official)

Requisitioning Office/Dept. :

RUTH F. ROMANO
(Authorized Official)

Funds Available :

JUVY A. CUENCO
Chief Accountant

Amount : ₱2,000,000.00

OBR No. : 100-2023-09-0462-1061



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
4	CARTS	45	Magenta, DEVELOP-TN328M Magenta Yields: 28,000 copies	11,550.00	519,750.00
5	CARTS	50	Yellow, DEVELOP-TN-328Y Yellow Yields: 28,000 copies	11,550.00	577,500.00
***** Nothing Follows *****					

For the use of General Services Office - Central Supply Management Division Printing Office.

Control No. **5108** GRAND TOTAL : **Php 2,000,000.00**

Total Amount in Words Two Million 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 :
ROMEO A. PECHON JR.
(Signature over printed name of Supplier)
Dec 28, 2023
 Date

Very truly yours,

HON. VICTOR M. REGIS N. SOTTO
(Authorized Official)

Requisitioning Office/Dept. :
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Funds Available :
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Chief Accountant

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