

Republic of the Philippines  
**OFFICE OF THE SOLICITOR GENERAL**  
 134 Amorsolo St., Legaspi Village  
 Makati City

## PURCHASE ORDER

<b>Supplier:</b> OTUS COPY SYSTEMS, INC. <b>Address:</b> 10th Floor MG Tower Bldg., No. 75 Shaw Blvd., Brgy. Daang-Bakal, Mandaluyong City <b>TIN:</b> 245-110-268-000 <b>Account No.:</b> 0561-0886-59 <b>Bank:</b> LBP (Shaw) <b>Telephone:</b> 631-9454 <b>Fax:</b> 535-8731	<b>P.O. #</b> <u>021-01-008</u> <b>Date:</b> January 15, 2021  <b>Mode of Procurement:</b> Public Bidding
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

<b>Place of Delivery:</b> <u>OFFICE OF THE SOLICITOR GENERAL</u>	<b>Delivery Term:</b> one (1) year contract
<b>Date of Delivery:</b>	<b>Payment Term:</b> Per Billing Bank to bank

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	year	Lease of Digital Multifunction Copiers (Monochrome) for FY 2021  - 38 high-end units, 45 copies/min or higher - 2 super high-end units, 60 copies/min or higher - within maximum rate of 1.20 per copy - No minimum copy - With one (1) regular full-time operator/technician  <i>The ff documents shall be deemed to form &amp; be read &amp; construed as part of this agreement:</i> <b>Contract Agreement</b> <b>Terms of Reference</b> <b>Schedule of Requirements</b>	1	Php 6,229,165.90	Php 6,229,165.90

<b>Total Amount in Words:</b> <b>Six Million Two Hundred Twenty-Nine Thousand One Hundred Sixty-Five Pesos and 90/100</b>	<b>Php 6,229,165.90</b>
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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.

<p>Conforme: <u>PAUL RYAN D. CARINGAL</u>          (Signature over printed name)  <u>JANUARY 28, 2021</u>          (Date)</p>	<p>Very truly yours,   <b>RODRIGO L. OJENAL</b>          SAO, Administrative Division   <b>ROSALINDA C. IBARRA</b>          Director IV, HRMAS</p>
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<b>Funds Available:</b>  <u>ARIEL J. UBIÑA</u> Chief Accountant	<b>ALOBS:</b> <u>02-10110/-2021-01-031</u>  <b>Amount:</b> <u>₱ 6,229,165.90</u>
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