

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

PURCHASE ORDER

Supplier: OTUS COPY SYSTEMS, INC Address: 10th Floor MG Tower Bldg., No. 75 Shaw Blvd. Brgy. Daang-Bakal, Mandaluyong City TIN: 245-110-268-000 Account No.: 0561-0886-59 Bank: LBP - Shaw Telephone: 631-9454 Fax: 535-8731	P.O. # <u>023-01-004</u> Date: January 31, 2023 Mode of Procurement: Emergency Procurement
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Gentlemen:
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: Upon receipt of PO
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Date of Delivery:	Payment Term: Per Billing (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	year	ADDITIONAL PROVISION FOR LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) FY 2023 Duration: February 2023 <i>For period gap of the previous supplier and current supplier</i> Estimated No. of copies: 423,728 copies Inclusions: Quantity: Forty-two units of FUJI XEROX Technical Specifications: <i>Type: Digital Multifunction Copier (Monochrome)</i> <i>Speed: 40 High-End Units: 45 copies per minute or higher;</i> <i>2 Super High-Ends Units: 60 copies per minute or higher.</i> <i>Stocking Capacity: 2,000 to 3,000 sheets (or higher) per machine</i> <i>Maximum Output Capacity: at least 200,000 copies per photocopying machine per month</i> <i>Feeder: 2-Sided Automatic Reversing Feeder</i> <i>Print Resolution: 600 x 600 dpi (minimum)</i> <i>Machine Condition: Manufacturing date of the machine should not be more than 2 years from the date of bid submission, as evidenced by the Manufacturer's Certificate</i> Meter reading for High-End Units: not more than 300,000 copies per machine Meter reading for Super High-End Units: not more than 600,000 copies per machine Others: With reduction/enlargement capacity With network printing and scanning capability With free monthly maintenance service, parts and consumables With at least 1 back-up toner cartridge for each photocopying machine (excluding the ones installed on the machine) to be delivered within 30 days from receipt of PO and regularly replenished within 15 days from use With finisher for 2 Super High-End Units With electronics sorting, grouping, offset for 40 High-End Units <i>Inclusive of one (1) regular full-time operator/technician reporting to the OSG Monday to Friday (from 8am to 5pm), without any cost or payment on the part of the OSG</i>	1	Php 499,999.04	Php 499,999.04

The following documents shall be deemed to form & be read & construed as part of this agreement

Quotation

Notice of Award

Other documents as may be required by laws

Total Amount in Words: **Four Hundred Ninety Nine Thousand Nine Hundred Ninety Nine Pesos and 4/100 Only**

Php 499,999.04

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.

Very truly yours,



Conforms: CLARE B. JOSEPH
(Signature over printed name)

1-31-2023

(Date)


JESSICA L. CASTRO
CAO, Administrative Division

EDITHA R. BUENDIA
Director IV, HRMAS

Funds Available:


ARIEL J. UBINA
Chief Accountant

ALOBS:

02-102101-2023-12-128

Amount:

₱ 499,999.04