

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

PURCHASE ORDER

Supplier: **DELSAN OFFICE SYSTEMS CORPORATION**
 Address: 7893 Lawaan Street, San Antonio Village, Makati City
 TIN: 000-171-929-00000
 Account No.: 1781-1312-68 Bank: LBP - Pasong Tamo Branch
 Telephone: 88967688 Email:

P.O. # 025-01-003
 Date: January 14, 2025
 Mode of Procurement: Public Bidding

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: w/in Thirty (30) Days from receipt of NTP

Date of Delivery: Payment Term: Per Billing (Bank to Bank)

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
	lot	<p>LEASE OF DIGITAL MULTIFUNCTION COPIERS (MONOCHROME) For FY 2025</p> <p>1PS54A HP LaserJet Managed MFP E52645dn 5QK09A HP LaserJet Managed MFP E826dn with 60ppm</p> <p>Inclusion: Three (3) Super High-end copiers; and Forty Four (44) High-end copiers * Contract price is computed for at least 5,417,000 copies * Unit Cost per copy: Php 1.1</p> <p><i>Period: One Year from the Date of Receipt of the Notice to Proceed or upon full consumption of Contract Price, whichever comes first.</i></p> <p>Technical Specifications: Type: Heavy-duty Digital Multifunction Copier (Monochrome) Speed: 44 High End units: : 43 ppm, A4 or higher 3 Super High End units: 60 ppm or higher System memory: High-end copiers: At least 1GB RAM Super High-end copiers: At least 5GB RAM Hard Drive/SSD: Super High-end copiers: At least 256 GB Connectivity: High-end Copiers: 1,000 Base-T / 100 Base-TX/ 10 Base-T, Wireless LAN (IEEE802.11 b / g / n), Wi-Fi Direct Connection, USB 2.0 (Host) x2, USB 2.0 (Device) x1 Super High-end Copiers: 1,000 Base-T / 100 Base-TX/ 10 Base-T, Wireless LAN (IEEE802.11 b / g / n), USB 2.0 (Host) x1, USB 3.0 (Host) x1, USB 2.0 (Device) x1 Paper Supply Capacity: Minimum of 2 paper cassettes per machine (500 sheets x 2) Output Tray Capacity: High-end Copiers: At least 150 sheets Super High-end Copier: At least 250 sheets Throughput Capacity: Can accommodate both short and long bond Up to A3 size for the super high-end copiers Duplex: Single-pass duplex scanning for high-end and super high-end machines Method of Printing: Multifunctional Laserjet Feeder: 2 Sided Automatic Reversing Feeder Print Resolution: 600x600 dpi (minimum) for high-end copiers 1200 x 1200 dpi for super high-end copiers Machine Condition: Brand new with zero meter reading. (Supported by Manufacturer's Certificate or Invoice from Manufacturer) Output Sorter: With automatic sorter / separator</p> <p>Others: *With reduction/enlargement function; *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 in the machine)</p>	1	Php 5,958,700.00	Php 5,958,700.00

	<p>The following documents shall be deemed to form & construed as part of this agreement:</p> <ul style="list-style-type: none"> I. Contract Agreement II. Philippine Bidding Documents <ul style="list-style-type: none"> - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract - Supplemental or Bid Bulletins III. Eligibility Requirements, Technical and Financial Proposal IV. Performance Security V. Notice of Award V. Notice to Proceed V. Other documents as may be required by laws 			
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Total Amount in Words: **Five Million Nine Hundred Fifty-Eight Thousand Seven Hundred Pesos Only** **Php 5,958,700.00**

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,

Conforme: *SHARON DE JAVIER*
 (Signature over printed name)
1-19-2028
 (Date)

JESSICA L. CASTRO
 CAC, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available: *[Signature]*
ARIEL J. UBIÑA
 Chief Accountant

ALOB: 02-17161-2028-01-020
 Amount: ₱ 5,958,700.00

This is to certify that this procurement was posted at Philgeps in compliance with RA 9184

CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division