

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: 000-661-004-000
 Account No.: 1781-1312-68 Bank: LBP - Pasong Tamo Branch
 Telephone: 88967688 Email: sherryl.deguzman@delsanonline.com

P.O. # 025-04-061
 Date: April 11, 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: Complete the delivery, installation, and configuration within 45 calendar days upon receipt of the NTP, and it will be effective for 1 year.

Date of Delivery:

Payment Term: Within 30 days upon final inspection and acceptance, per progress billing.

Stock No.	Unit	Description	Qty	Unit Cost	Amount
		SUPPLY AND DELIVERY OF TONERS WITH FREE USE OF PRINTERS FOR FY 2025			
	unit	W9024MC Black Toner Cartridge for Monochrome Printer With One Hundred Eight (108) units Brand New HP LaserJet Managed Printer (Model: HP E40040 series)	395	Php 9,700.00	Php 3,831,500.00
	unit	W9090MC Black Toner Cartridge for Colored Printer	22	10,550.00	232,100.00
	unit	W9091MC Cyan Toner Cartridge for Colored Printer	18	10,550.00	189,900.00
	unit	W9092MC Magenta Toner Cartridge for Colored Printer	18	10,550.00	189,900.00
	unit	W9093MC Yellow Toner Cartridge for Colored Printer With Nine (9) units Brand New Network Ready HP Color LaserJet Managed Printer (Model: HP E45028dn)	18	10,550.00	189,900.00
		<i>With Two (2) in-house technicians</i> - The 1st technician will report to the OSG CMS for 8 hours per day, 5 days per week (Monday to Friday), and will serve as the point of contact for customer support in the OSG MAIN building. - The 2nd technician will report to the CONVERGYS ONE building every Monday, Wednesday, and Friday (MWF), and will be the point of contact for customer support in the OSG CONVERGYS ONE. An on-call technician should be on standby for days when the assigned technician is unavailable. - The in-house technicians will be assigned as the point of contact for on-site/end-user support and monitoring of printer machines in the assigned building. <i>The following documents shall be deemed to form & construed as part of this agreement:</i> Contract Agreement Philippine Bidding Documents - Schedule of Requirements - Technical Specifications / Terms of Reference - General and Special Conditions of Contract - Supplemental or Bid Bulletins Eligibility Requirements, Technical and Financial Proposal Performance Security Notice of Award Notice to Proceed Other documents as may be required by laws			


Total Amount in Words: **Four Million Six Hundred Thirty Three Thousand Three Hundred Pesos Only** Php 4,633,300.00

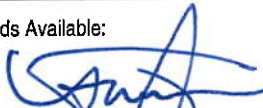
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Conforme: 
 (Signature over printed name)
 04.21.2025
 (Date)

Funds Available: 
 ALOBS: 02-101101-2025-04-195
 Amount: ₱ 4,633,300.00
ARIEL J. UBINA
 Chief Accountant

This is to certify that this procurement was posted on PhilGEPS in compliance with RA 9184.

CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division