

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

PURCHASE ORDER

Supplier: MULTIBIZ INTERNATIONAL CORPORATION	P.O. # 026-01-008
Address: 470 Lalaan 2nd, Silang Cavite	Date: January 23, 2025
TIN: 007-763-132-000	Mode of Procurement: Public Bidding
Account No.: 1502-1107-79	Bank: LBP - Tagatay Branch
Telephone: 88967688	Email: dessorlanda@gmail.com

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: Within forty-five (45) calendar days from receipt of the NTP (1 year effectivity).
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 2026			
	unit	Canon 1440i - T13(5640C005) Black Toner Cartridge for Monochrome Printer With One Hundred Thirty Four (134) units Brand New Network Ready Monochrome Canon Managed Printer (Model: 1440i)	526	Php 9,450.00	Php 4,970,700.00
	unit	Canon 1333i - T12 Black Toner Cartridge for Colored Printer	22	8,700.00	191,400.00
	unit	Canon 1333i - T12 Cyan Toner Cartridge for Colored Printer	18	10,050.00	180,900.00
	unit	Canon 1333i - T12 Magenta Toner Cartridge for Colored Printer	18	10,050.00	180,900.00
	unit	Canon 1333i - T12 Yellow Toner Cartridge for Colored Printer	18	10,050.00	180,900.00
		With Nine (9) units Brand New Network Ready Colored Canon Managed Printer (Model: 1333i)			
		<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 on days that the provided 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			
		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: **Five Million Seven Hundred Four Thousand Eight Hundred Pesos Only** Php 5,704,800.00


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: 
DESIREE ORLANDA
 (Signature over printed name)
JANUARY 23, 2024
 (Date)


JESSICA L. CASTRO
 CAO, Administrative Division


EDITHA R. BUENDIA
 Director IV, HRMAS

Funds Available:	ALOBS: <u>02-101101-2026-01-031</u>	This is to certify that this procurement was posted on PhilGEPS in compliance with RA 12009.  CHRISTIAN D. BUAT Admin Assistant I, Administrative Division
	Amount: <u>₱ 5,704,800.00</u>	

ARIEL J. UBINA
 Chief Accountant