



PURCHASE ORDER
DSWD MIMAROPA Region
Entity Name

Supplier : **OTUS COPY SYSTEMS, INC.**
Address : Shaw Blvd. Mandaluyong City
TIN :

P.O. No. : **2022-04-0237**
Date : **April 19, 2022**
Mode of Procurement : **NP-SVP**

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : **DSWD F.O IV-MIMAROPA, 1680 F.T Benite St., Malate, Manila**
Date of Delivery : **May to December 2022**

Delivery Term : **FOB Destination**
Payment Term : **15-30 days upon final inspection**

Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	month	<p align="center">Service Provider for Rental Printer (Colored)</p> <p>Rental of Heavy Duty Multi Function Printer 1 Unit Fuji Xerox AP IV C5575r Monthly Minimum Copies: 19,800 copies Black and White 200 copies / Print Colored Excess per month: 19,801 and up: 0.55 per page - B&W 201 and up: 7.00 per page - Colored Specification Full Colour Scan Resolution: 600 x 600 dpi Printing Resolution: 1200 x 2400 dpi (High Resolution Photo) Warm-up Time: 28 seconds or less Paper Size Max: SRA3 (320x450mm), 12 x 18" (305x457mm), A3 (12x19"(305x483mm) when using Bypass Tray Paper Size Minimum: A5 (Postcard(100x148mm) and Quadrate No.3 Envelope (120x235mm) when using Bypass Tray) Scan Speed: B/W:80ppm, Colour:80ppm (1pass, 2 sided scanning, B/W:140ppm,Colour: 140ppm) Fuji Xerox Standard Paper (A4 LEF), 200 dpim to Folder] Period Covered: May to December 2022 Terms: Government Procedure *****NOTHING FOLLOWS*****</p> <p>PR No. 2022-03-0238 Purpose: For Printing, reproduction of 4Ps materials and daily operational documents Prepared by: Adriaan M. Bernulla</p>	8	9,812.00	78,496.00

COMMISSION ON AUDIT
RECEIVED BY: *[Signature]*
DATE: 02 MAY 2022

(Total Amount in Words) **SEVENTY EIGHT THOUSAND FOUR HUNDRED NINETY SIX PESOS ONLY** 78,496.00

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 on the undelivered item/s.

Conforme:

Very truly yours,

Signature over Printed Name of Supplier

FERNANDO R. DE VILLA, JR., CESO III
Signature over Printed Name of Authorized Official

Date

JOEL S. MIJARES
Officer-in-Charge
Special Order No. *[Handwritten]*

Regional Director

Fund Cluster : **01-101**
Funds Available : **78,496.00**

[Signature]
DANILYN T. GALAN
Signature over Printed Name of Administrative Officer IV - OIC Accounting Section Head

ORS/BURS No. : **2020-04-1258/1359**
Date of the ORS/BURS: **4/21**
Amount : **78,496.00**



Department of Social Welfare and Development
DSWD-GF-010 | REV 00 / 12 OCT 2021



Serbisang May Puso sa MIMAROPA

NOTICE OF AWARD

April 19, 2022

JENNIFER CALAYAG
Authorized Representative
OTUS COPY SYSTEMS, INC.
Shaw Blvd., Mandaluyong City

Dear Ms. Calayag:

We are pleased to inform you that the RFQ No. 2022-03-0238 for "Printer Rental of RPNO" is hereby awarded to you as the Lowest Calculated Responsive Bid at a Contract Price equivalent to Seventy-Eight Thousand Four Hundred Ninety-Six Pesos Only (Php78,496.00).

You are therefore required to comply with the Terms and Conditions stated in the PO No.2022-04-0237 from the receipt of this Notice of Award.

Please signify your conformity by signing below and transmitting a signed copy to us.

Very truly yours,

FERNANDO R. DE VILLA JR., CESO III
Regional Director
Head of the Procuring Entity

JOEL S. MAJARES
Officer-in-Charge
Special Order No. 1262
5.2022

Conforme:

(Signature over Printed Name of Bidder's Authorized Representative)

OTUS COPY SYSTEMS, INC.

Date : _____