



**PURCHASE ORDER**  
**DSWD MIMAROPA Region**  
 Entity Name

Supplier: <b>BUSINESS MACHINES CORPORATION</b>	P.O. No.: <b>2023-09-0832</b>
Address: <b>Carson Bldg. 1888 Orense St., Guadalupe Nuevo, Makati City</b>	Date: <b>September 19, 2023</b>
TIN: <b>000-302-982-00000</b>	Mode of Procurement: <b>NP-SVP</b>

Gentlemen:

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

Place of Delivery: <b>DSWD Field Office MIMAROPA (1660 F.T. Benitez cor. Malvar Sts. Malate, Manila)</b>	Delivery Term: <b>Full Term</b>
Date of Delivery: <b>Fifteen (15) calendar days upon receipt of approved Purchase Order (PO)</b>	Payment Term: <b>15-30 days upon final inspection</b>

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	unit	<b>DOCUMENT SCANNER (Brother ADS 4300N)</b>  Specifications: > Scanner Type: Sheetfed > Output: Color, Black and White > Optical Resolution: > 200 dpi > Daily Duty Cycle: > 3,000 pages > Speed: > 40 ipm > Scan Size: Legal > Feeder: > 50 sheets > Connectivity: USB 2.0  Warranty: One (1) year Hardware Warranty >>>> NOTHING FOLLOWS <<<<<	15	24,280.00	364,200.00
Approved Budget for the Contract: Php675,000.00 PR No.: 2023-08-1120 Purpose: Purchase & Delivery of Documents Scanner for the use of CIS PSP-AICS Regional and SWADT Office for CY-2023 Prepared by: Dave T. Corcoro					364,200.00

(Total Amount in Words)	<b>Three Hundred Sixty-Four Thousand Two Hundred Pesos Only</b>	<b>364,200.00</b>
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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:

Mylene Palalay

Signature over Printed Name of Supplier  
 October 3, 2023  
 Date

Very truly yours

**LEONARDO C. REYNOSO, CESO III**  
 Signature over Printed Name of Authorized  
 Regional Director

Fund Cluster: **1**  
 Funds Available: **364,200.00**  
  
**DANILYN T. GALAN, CPA**  
 Signature over Printed Name of Accountant III/ Head, Accounting Section

ORS/BURS No.: **02-101101-2023-09-6440**  
 Date of the ORS/BURS: **Sept. 21, 2023**  
 Amount: **364,200.00**

## NOTICE OF AWARD

Date: SEP 15 2023

**MS. MYLENE PALALAY**  
Authorized Representative  
BUSINESS MACHINES CORPORATION  
Carson Bldg. 1888 Orense St  
Guadalupe Nuevo, Makati City

Dear Ms. Palalay:

We are pleased to inform you that the RFQ No. 2023-08-1120 for the “Purchase & Delivery of Document Scanner for the use of CIS PSP-AICS Regional and SWADT Office for CY-2023” is hereby awarded to you as the Lowest Calculated & Responsive Bid at a Contract Price equivalent to Three Hundred Sixty-Four Thousand Two Hundred Pesos Only (Php 364,200.00).

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

Very truly yours,



**LEONARDO C. REYNOSO, CESO III**  
Regional Director  
Head of the Procuring Entity *x*

Conforme:



Mylene Palalay

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

**BUSINESS MACHINES CORPORATION**

Date: October 3, 2023