

PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

Supplier	OFFICEMOTO CORPORATION	P. O. No.	NCR-24-041
Address	9th Floor Jafer Place Bldg. No. 9 Eisenhower St., Greenhills San Juan City	Date	May 29, 2024
Telephone	63 947 895 0942, (02) 8535 7801	Mode of Procurement :	NP 53.9 - Small Value Procurement

Gentlemen :

Please furnish this office the following articles subject to the terms & conditions contained herein:

Place of Delivery :	7840 Makati Avenue, Poblacion, Makati City	Delivery Term :	Forty-five (45) days
Date of Delivery :	45 (Forty-five) days upon signing of PO	Payment Term :	Government Procedure

Stock No.	Unit	Quantity	Description	Unit Cost	Amount																								
	LOT	1 (One)	<p>PROJECT NAME : SUPPLY AND DELIVERY OF DOT NCR'S INFORMATION AND COMMUNICATIONS TECHNOLOGY EQUIPMENT</p> <p>I. BRIEF BACKGROUND : The primary function of the Industry Manpower Development Unit (IMDU) is to provide and conduct training programs for the tourism frontline personnel in the region. Through this, DOT-NCR can upgrade their skills, enrich their knowledge, and create immense impact on their lives.</p> <p>II. OBJECTIVES: For the official use of the Industry Manpower Development Unit under Tourism Development Division for the preparation and implementation of trainings, seminars, and meetings.</p> <p>III. SPECIFICATIONS / DELIVERABLES</p> <ul style="list-style-type: none"> • DELIVERY TERM: - 45 working days upon receipt/signing of PO • PLACE OF DELIVERY - 7840 Makati Avenue, Poblacion, Makati City <p>A. Information and Communications Technology Equipment</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: small;"> <thead> <tr> <th>PARTICULARS</th> <th>UNIT</th> <th>DESCRIPTION</th> <th>QTY</th> <th>COST PER UNIT</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>LOT 1: Multifunction Printer</td> <td>PC</td> <td> <ul style="list-style-type: none"> • Auto Duplex: Standard, 50 sheets • Connectivity: Hi-Speed USB 2.0, built-in Fast Ethernet, Fax port, Front Host USB • Print Speed Black (A4): 21 ppm • Print Speed Color (A4): 21 ppm • Resolution: 600 x 600 dpi • Google Cloud Printing • Duty Cycle: Up to 40,000 pages • Recommended Monthly Page: 150 to 2500 pages • Scan Speed (A4): 26 ppm • Ink Used: HP 206A Black W2110A, HP 206A Cyan W2111A, HP 206A W2112A Yellow, HP 206A Magenta W2113A • Weight: 18.7kg • Dimensions: Height – 33.4cm ; Length – 42cm ; Width – 42cm </td> <td style="text-align: center;">1</td> <td style="text-align: right;">P50,495.00</td> <td style="text-align: right;">P50,495.00</td> </tr> <tr> <td>LOT 1: Solid State Drive (SSD)</td> <td>PC</td> <td> <ul style="list-style-type: none"> • Storage Capacity: 500GB PCIe 3.0 x4 M.2 2280 SSD • Read Speed: Random – 400,000 IOPS ; Sequential – 3100 MB/s • Write Speed: Random – 470,000 IOPS ; Sequential – 2600 MB/s • Flash Controller: Samsung Pablo • Flash Memory Type: Multi-Level Cell (MLC) • Encryption: 256-Bit AES (Hardware-Based) • Endurance (Total Bytes Written): 300TB • Power Draw: 4.3 W (Active) ; 5.9 W (Max) ; 5.0 mW (Standby) • Dimensions: 3.14 x 0.87 x 0.09" / 7.98 x 2.21 x 0.23 cm • Weight: 0.3oz / 9g </td> <td style="text-align: center;">4</td> <td style="text-align: right;">P3,900.00</td> <td style="text-align: right;">P15,600.00</td> </tr> <tr> <td>LOT 1: Wireless Presentation Remote</td> <td>PC</td> <td> <ul style="list-style-type: none"> • Connectivity: Bluetooth Smart or USB receiver over 2.4 GHz wireless connection • System Requirements: Bluetooth Smart Windows 10+, Windows 8 Mac OS X 10.10, 10.11; macOS 10.12, 10.13+ • Limited Functionalities (No Software): Chrome OS Android 5.0 or later • Logitech Proprietary Receiver Windows: 10+, Windows 8, Windows 7 Mac OS X 10.10, 10.11; macOS 10.12, 10.13+ • Limited Functionalities (No Software): Chrome OS Linux. • Wireless Range: 100' (30 m) (may vary based on environmental and computing conditions) • LED Indicator: Battery and Connectivity LED • Battery: Rechargeable, lithium-ion polymer (LiPo), 85 mAh (up to 3-month battery life) • Motion Sensor: 3D Accelerometer and Gyroscope • Dimensions: Spotlight: 5.2 x 1.1 x 0.5" (13 x 3 x 1 cm) USB Receiver: 1.6 x 0.7 x 0.3" (4 x 1.7 x 7 cm) Charging Cable Length: 5.5" (14 cm) • Weight: Spotlight: 1.7 oz (49 g) (with </td> <td style="text-align: center;">2</td> <td style="text-align: right;">P10,583.00</td> <td style="text-align: right;">P21,166.00</td> </tr> </tbody> </table>	PARTICULARS	UNIT	DESCRIPTION	QTY	COST PER UNIT	TOTAL	LOT 1: Multifunction Printer	PC	<ul style="list-style-type: none"> • Auto Duplex: Standard, 50 sheets • Connectivity: Hi-Speed USB 2.0, built-in Fast Ethernet, Fax port, Front Host USB • Print Speed Black (A4): 21 ppm • Print Speed Color (A4): 21 ppm • Resolution: 600 x 600 dpi • Google Cloud Printing • Duty Cycle: Up to 40,000 pages • Recommended Monthly Page: 150 to 2500 pages • Scan Speed (A4): 26 ppm • Ink Used: HP 206A Black W2110A, HP 206A Cyan W2111A, HP 206A W2112A Yellow, HP 206A Magenta W2113A • Weight: 18.7kg • Dimensions: Height – 33.4cm ; 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LOT 2: Paper Shredder	PC	<ul style="list-style-type: none"> • Jam Prevention Features: 100% Jam Proof System • Feed Type: Traditional • Auto Start/Stop: Yes - Electronic • Bin Full Light: Yes • Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs, Junkmail • Cut Size (inches): 5/32" x 1-1/2" • Cut Type: Cross-Cut • DIN Level - Paper: P-4 • Maximum Run Time (minutes): Continuous • Energy Efficient Features: Energy Savings System • Material Type: Plastic • Model Number: 125CI • Noise Features: SilentShred™ • Paper Entry Width (inches): 9 Recommended Number of Users: 1-3 • Safety Features: SafeSense® • Speed (Feet Per Minute): 16 • Usage: Heavy Use • Strength: Commercial • Bin Capacity (gallons): 14 • Run Time (minutes): Continuous • Sheet Capacity: 20 • Shreds Per Sheet: 397 	1	P47,995.00	P47,995.00	
TOTAL					P154,056.00	
PROPOSED BUDGET:						
<ul style="list-style-type: none"> • Php 50,495 x 1 pc multifunction printer • Php 3,900 x 4 pc solid state drive (ssd) • Php 10,583 x 2 pc wireless presentation remote • Php 47,995 x 1 pc paper shredder • Php 18,800.0 x 1 pc laser toner cartridge set 						
Minimum Requirements for Suppliers:						
<ul style="list-style-type: none"> A. Rates include all applicable taxes and delivery fee B. Must be willing to provide services on a send-bill arrangement/government procedure C. Qualified Bidders will be required to submit actual sample for evaluation 						
Documentary Requirements to be Submitted:						
<ul style="list-style-type: none"> • Valid Mayor's Business Permit • PHILGEPS Membership • Duly Notarized Omnibus Sworn Statement 						
Approved Budget for the Contract (ABC): Php 154,056.00 Pesos : One Hundred Fifty-Four Thousand Fifty-Six Only <small>* include of all applicable taxes, EWT/TAT, government taxes, service charge and other applicable taxes and charges not upon completion of the process and delivery of all requirements is approved upon. Government procedure and subject to appropriate government taxes</small>						

(Total Amount in Words)	Pesos : ONE HUNDRED FIFTY-FOUR THOUSAND AND FIFTY-SIX ONLY <i>(inclusive of all applicable government taxes)</i>	154,056.00
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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.


Conforme :



Signature over printed name

Date

Funds Available :



Acting Accountant

Very truly yours,


SHARLENE ZABALA-BATIN

Regional Director, NCR Regional Office

Amount :

Php 154,056.00

ALOBS No.

24-05-0048C