

# PURCHASE ORDER

DEPARTMENT OF TOURISM - National Capital Region

<b>Supplier</b>	<b>P. O. No.</b>
<b>COPYTECH ENTERPRISES</b>	NCR-24-071
<b>Address</b>	<b>Date</b>
Unit 8 La Brea Bldg. J. P. Rizal Brgy. Tagapo, Sta. Rosa Laguna	September 06, 2024
<b>Telephone</b>	<b>Mode of Procurement :</b>
0963-621-9329	NP 53.9 - Small Value Procurement

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

<b>Place of Delivery :</b>	<b>Delivery Term :</b>
7840 Makati Avenue, Poblacion, Makati City	One (1) day
<b>Date of Delivery :</b>	<b>Payment Term :</b>
Within 5 working days of upon confirmation of Purchase Order	Government Procurement

Stock No.	Unit	Quantity	Description	Unit Cost	Amount
		1 (One)	<p><b>PROJECT NAME : RENTAL PRINTER AND PHOTOCOPIING MACHINE</b></p> <p>III. SCOPE OF WORK / SPECIFICATIONS :</p> <p><b>Date of Delivery :</b> Within 5 working days of upon confirmation of Purchase Order</p> <p><b>Unit Specifications:</b></p> <ul style="list-style-type: none"> <li>- Rental of Multifunction Printer and Photocopying Machine for 6 months</li> <li>- 1 (one) Unit</li> <li>- Monochrome Printing</li> <li>- Must have the functions such as Print, Copy, Scan</li> <li>- Must have at least 2 trays to cater the following paper sizes: A4, Legal Size Short</li> <li>- Must have a USB Port and can directly print from flash drive memory</li> <li>- With Network Print and Scan, via Wifi Network</li> <li>- Inclusive of Consumables and Parts (Toners, etc.)</li> <li>- With Document Feeder</li> <li>- Machine amenable to print back-to-back</li> <li>- Inclusive of printing 50,000 pages</li> </ul> <p><b>Service Specifications:</b></p> <ul style="list-style-type: none"> <li>- Indication of unit and specifications on the</li> <li>- Must include installation of the units</li> <li>- Free Service Warranty and preventive maintenance</li> <li>- With On-line support and On-site support</li> <li>- Replacement of units if defective and unserviceable</li> <li>- In excess of 50,000 pages must be billed separately and monthly to the DOT-NCR Regional Office (with page breakdown), excess copies will be charged 0.45 c per page</li> </ul> <p><b>Budget Breakdown:</b></p> <p>Fixed Cost of 25,000/unit x 1 Unit x 6 months Total Cost of: Pnp 150,000.00</p> <p>Approved Budget for the Contract (ABC): Pnp 150,000.00 Pesos : One Hundred Fifty Thousand Only</p> <p><small>* Inclusive of all applicable taxes, EWT/VAT Government taxes/fees charged, other applicable taxes and charges are upon completion of this project and delivery of all requirements as stipulated upon Government procedure and subject to appropriate government taxes</small></p> <p style="text-align: center;">-----nothing follows-----</p>		114,000.00
<b>(Total Amount in Words)</b>			<b>Pesos : ONE HUNDRED FOURTEEN THOUSAND ONLY</b> <i>(inclusive of all applicable government taxes)</i>		114,000.00

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,**

**SHARLENE ZALMA BATTIN**

Regional Director, NCR Regional Office

**Conforme :** ERLINDA RAMOS JR

Signature over printed name  
Sept 11 2024

Date

**Funds Available :**

Amount : ₱ 114,000.00

MARIA VICTORIA S. RODRIGO  
Acting Accountant

ALOBS No. 24-09-00588C