



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 TeleFax No. 7354979

**PURCHASE ORDER NO. 2014-216**

Supplier: <b>Otus Copy Systems, Inc.</b>	Date: November 18, 2014
Address: <u>UD9 David II Bldg., 567 Shaw Blvd., Wack-Wack, East-Greenhills, Mandaluyong</u>	Mode of Procurement: Small Value
TIN:	

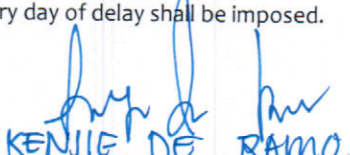
Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:

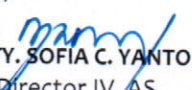

Place of Delivery: DBM, Building III Date of Delivery: Fifteen (15) WD upon receipt of P.O.	Delivery Term: 15 days upon receipt of P.O. Payment Term: Upon completion of delivery & acceptance
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Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
		<b>Toner/Ink Cartridges for FUJI Xerox DocuPrint C2255</b>			
	units	Black	4	9,568.00	38,272.00
	units	Cyan	2	13,432.00	26,864.00
	units	Magenta	2	13,432.00	26,864.00
	units	Yellow	2	13,432.00	26,864.00

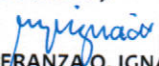
(Total Amount In Words) <b>One Hundred Eighteen Thousand Eight Hundred Sixty Four Pesos</b>	<b>118,864.00</b>
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In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme:   
**KENJIE DE RAMOS**  
 Signature over Printed Name of Supplier

Very truly yours,  
  
**ATTY. SOFIA C. YANTO**  
 Director IV, AS  
 Authorized Official  
 (Representing End User)

Date \_\_\_\_\_

Funds Availability Certified by:  <b>ESPERANZA Q. IGNACIO</b> Chief Accountant	OS No : <u>DI18/18/2014-11-002139</u> Amount : <u>P 118,864.-</u> Date : <u>11/18/14</u>
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**Distribution of Copies:**  
 / / Original copy for the Supplier's Conforme  
 / / Agency's Central Supply and Property Section for file  
 / / COA Auditor



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

November 17, 2014

**MS. JENNIFER U. JAYME**

Otus Copy Systems, Inc.  
UD9 David II Bldg., 567 Shaw Blvd.,  
Wack-Wack, East-Greenhills,  
Mandaluyong City

Dear **Ms. Jayme**:

We are pleased to inform you that the project "*Supply and Delivery of Toner/Ink Cartridges for FUJI XEROX DocuPrint C2255*" is hereby awarded to your company in the amount of One Hundred Eighteen Thousand Eight Hundred Sixty Four (P118,864.00).

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,

  
**ATTY. SOFIA C. YANTO**  
*Director IV, Administrative Service*

  
KENJIE DE RAMOS



REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

**MS. JENNIFER U. JAYME**

Otus Copy Systems, Inc.  
UD9 David II Bldg., 567 Shaw Blvd.,  
Wack-Wack, East-Greenhills,  
Mandaluyong City

Dear **Ms. Jayme**:

Per attached Purchase Order No. 2014-216, we hereby notify you that your Office may proceed with "*Supply and Delivery of Toner/Ink Cartridges for FUJI XEROX DocuPrint C2255*" upon receipt and acceptance of this Notice.

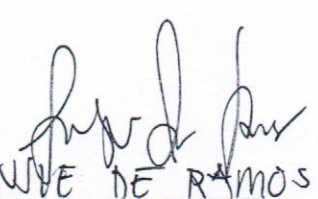
In this regard, your Office shall coordinate with our General Services Division in executing the said service, in accordance with the terms and conditions stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
**ATTY. SOFIA C. YANTO**  
Director, Administrative Service



  
KENIVE DE RAMOS

Conforme / Date