



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Telephone No. 657-3300 local 3115 | TeleFax No. 7354979

**PURCHASE ORDER NO. 2017-289**

Supplier: <b>Otus Copy Systems Inc.</b>	Date: <b>11/29/2017</b>
Address: <b>10th Floor, MG Tower Building, #75 Shaw Boulevard, Mandaluyong City</b>	Mode of Procurement: <b>Small Value Procurement</b>
TIN: <b>245-110-268-000</b>	

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: <b>DBM Bldg III</b>	Delivery Term: <b>Within 30 calendar days from receipt of NTP</b>
Date of Delivery: <b>Within 30 calendar days upon receipt of NTP</b>	Payment Term: <b>Upon completion of delivery and acceptance</b>

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Supply, Delivery, Installation, and Testing of Photocopying Machine  <i>Please see attached: Technical Specification and Schedule of Requirements</i>	1	226,290.00	226,290.00

(Total Amount In Words) **Two Hundred Twenty Six Thousand Two Hundred Ninety Pesos** 226,290.00

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.

Conforme:   
**ERWIN C. MANARILIS**  
 Signature over Printed Name of Supplier  
 Date: **12-4-2017**

Very truly yours,  
  
**ATTY. RYAN S. UFA**  
 Director IV, Administrative Service  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:   
**JEFFREY BALANZON**  
 Chief Accountant

OS No : **01101R12017-12-2154**  
 Amount : **₱ 226,290.00**  
 Date : **12/04/17**

- Distribution of Copies:
- / / Original copy for the Supplier's Conforme
  - / / Agency's Central Supply and Property Section for file
  - / / COA Auditor



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**(Total Amount In Words)**  
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Conforme:   
**FERDINAND O. UANARPILIS**  
 Signature over Printed Name of Supplier  
 12-4-2017  
 Date

Very truly yours,   
**ATTY. RYAN S. LITA**  
 Director IV, Administrative Service MAD  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  
  
**ESPERANZA Q. IGNACIO**  
 Chief Accountant

OS No : 011011012017-12-2454  
 Amount : ₱ 226,290.-  
 Date : 12/04/17

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

**NOTICE TO PROCEED**

November 29, 2017

**ERWIN C. MANARPIIS**  
Otus Copy Systems Inc.  
10<sup>th</sup> Floor MG Tower Building,  
#75 Shaw Blvd., Mandaluyong City

Dear Mr. Manarpiis:

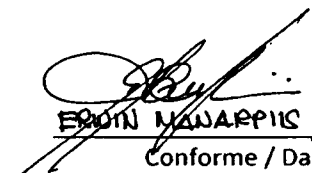
Per attached Purchase Order No. **2017-289**, we hereby notify you that your Office may proceed with the delivery of the project "*Supply Delivery, Installation, and Testing of Photocopying Machine*", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

  
ATTY. RYAN S. LITA  
Director IV, Administrative Service MAD

  
ERWIN MANARPIIS / DEC. 4, 2017  
Conforme / Date

  
RECEIVED BY: KENJIE DE RAMOS



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

**NOTICE OF AWARD**

November 29, 2017

**ERWIN C. MANARPIIS**

Otus Copy Systems Inc.  
10<sup>th</sup> Floor MG Tower Building,  
#75 Shaw Blvd., Mandaluyong City

Dear Mr. Manarpiis:

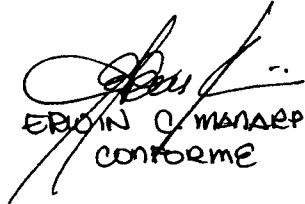
We are pleased to inform you that the project *"Supply Delivery, Installation, and Testing of Photocopying Machine"* is hereby awarded to your company in the amount of Two Hundred Twenty Six Thousand Two Hundred Ninety Pesos (Php 226,290.00)


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. RYAN L. LITA  
Director IV, Administrative Service MAB

  
ERWIN C. MANARPIIS / DEC. 4, 2017  
CONFIRME

RECEIVE BY:  KENJIS DE RAMOS