



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Trunk line: 657-3300 | TeleFax No. 735-4979

**PURCHASE ORDER NO. 2018-227**

Supplier: Philcopy Corporation	Date: December 18, 2018
Address: # 803, J. Rizal Street, Poblacion, Makati City	Mode of Procurement: Small Value Procurement
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	Delivery Term: Within 20 working days
Date of Delivery: Within 20 working days upon receipt of Purchase Order	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Replacement of Defective Parts for Kyocera FS-C5150DN	1	₱ 14,744.00	₱ 14,744.00

**(Total Amount In Words)**  
 Fourteen Thousand Seven Hundred Forty Four Pesos ₱ 14,744.00

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: *Ronilo Borja*  
 Signature over Printed Name of Supplier  
12/28/2018  
 Date

Very truly yours,  
*Thea Marie Corinne F. Palarca*  
 THEA MARIE CORINNE F. PALARCA  
 Director IV, Administrative Service  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by: <u><i>Esperanza C. Ignacio</i></u> ESPERANZA C. IGNACIO Chief Accountant	OS No : <u>021011012018-12-3084</u> Amount : <u>₱ 14,744</u> Date : <u>12/28/18</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

*COA COPY!*  
*1/5/2019*



Republic of the Philippines  
**DEPARTMENT OF BUDGET AND MANAGEMENT**  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Trunk line: 657-3300 | TeleFax No. 735-4979

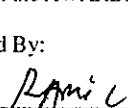
<b>PURCHASE ORDER NO. 2018-227</b>					
Supplier: Philcopy Corporation			Date: December 18, 2018		
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TIN:					
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	lot	Replacement of Defective Parts for Kyocera FS-C5150DN	1	₱ 14,744.00	₱ 14,744.00
<b>(Total Amount In Words)</b> Fourteen Thousand Seven Hundred Forty Four Pesos					₱ 14,744.00
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:  Signature over Printed Name of Supplier			Very truly yours,  THEA MARIE CORINNE F. PALARCA Director IV, Administrative Service <small>MACD</small> Authorized Official (Representing End User)		
Funds Availability Certified by:  ESRERAZA Q. IGNACIO Chief Accountant			OS No : 021011012018-12-3084 Amount : ₱ 14,744.00 Date : 12/28/18		
Distribution of Copies: / / Original copy for the Supplier's Conforme / / Agency's Central Supply and Property Section for file / / COA Auditor					



**TERMS AND CONDITIONS  
(PURCHASE ORDER)**

1. **ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.**
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.  
  
Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.
7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.  
  
The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract  
  
The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:

  
AWARDEE

REPUBLIC OF THE PHILIPPINES)  
CITY OF MANILA ) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2018, personally appeared \_\_\_\_\_ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a \_\_\_\_\_ consisting of \_\_\_\_\_ ( ) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of \_\_\_\_\_, 2018

Doc No \_\_\_\_\_:  
Page No \_\_\_\_\_:  
Book No \_\_\_\_\_:  
Series of 2018.



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

**NOTICE TO PROCEED**

December 18, 2018

**MS. MERLE C. ORONAN**

Philcopy Corporation  
# 803 J.P. Rizal Avenue,  
Poblacion, Makati City

Dear **MS. ORONAN**:

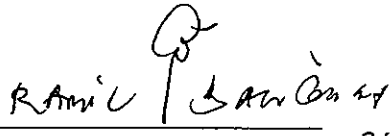
Per attached Purchase Order No. 2018-227, we hereby notify you that your Office may proceed with the delivery of the project "*Replacement of Defective Parts for Kyocera FS-C5150DN*", upon receipt and acceptance of this Notice.

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,

  
THEA MARIE CORINNE F. PALARCA  
Director IV, Administrative Service

  
\_\_\_\_\_  
Conforme / Date 12/28/2018



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

**NOTICE OF AWARD**

December 18, 2018

**MS. MERLE C. ORONAN**  
Philcopy Corporation  
# 803 J.P. Rizal Avenue,  
Poblacion, Makati City

Dear **MS. ORONAN**:

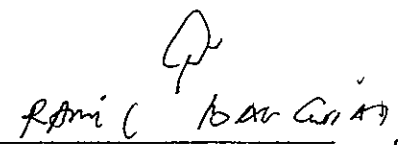
We are pleased to inform you that the project "*Replacement of Defective Parts for Kyocera FS-C5150DN*", is hereby awarded to your company in the amount of Fourteen Thousand Seven Hundred Forty Four Pesos (P 14,744.00).

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,

  
THEA MARIE CORINNE F. PALARCA  
Director IV Administrative Service

  
\_\_\_\_\_  
Conforme / Date 12/28/2018





REPUBLIC OF THE PHILIPPINES  
DEPARTMENT OF BUDGET AND MANAGEMENT  
Malacañang, Manila

12/18/2018

Date

REQUEST FOR PRICE QUOTATION

Company

Phiicopy Corporation

Tel. No. 897-6840

Fax No. 890-3646

Please quote us your lowest price on the item/s listed below.

Quantity	Unit	Item/s	Unit Price	Total Price
----------	------	--------	------------	-------------

1	lot	Replacement of Defective Parts for Kyocera FS-C5150DN	₱ 14,744.00	₱ 14,744.00
---	-----	--	-------------	-------------

Total: ₱ 14,744.00

Very truly yours,

JOYCEL D. LABAO

OIC/Chief Administrative Officer, PMD

Quoted by:

Merle C. Oronan

Printed name & Signature

AVP-TSD

Position/Title

Canvassed by:

MARCO A. DAVID

Printed name & Signature

Administrative Officer II

Position/Title

Telephone: 657-3300 Loc. 3115 Fax: 735-4979

email: mdavid@dbm.gov.ph

Remarks:

Quotation obtained through

email, Please see attached.



Ref. No. 45454  
December 18, 2018

DEPT. OF BUDGET & MANAGEMENT  
BUREAU D DBM GEN. SOLANO ST.  
SAN MIGUEL, MANILA

Attention: MR. MARCO DAVID

Dear Sir / Madam:

Thank you for allowing us to serve you. Based on the assessment of our Service Engineer, we are pleased to offer you our quotation for the immediate replacement of spare part/s & or consumables of your KYOCERA-MITA LASER PRINTER FS-C5150DN Serial No. N824201893 as follows:

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
KYOCERA-MITA TR-590	1 PIECE	14,244.00	14,244.00
REPAIR CHARGE	1	500.00	500.00

GROSS SALE 14,744.00

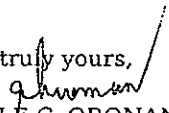
TOTAL FOB 14,744.00

PAYMENT C.O.D. CHECK  
TERMS:

VALIDITY: 30 days , thereafter price subject for final confirmation.

This is just the initial assessment. Additional parts and/or consumables may be needed during the actual repair. Should you find the above acceptable, please send this back to us thru Fax No. 890-3646 or email at tsd@philcopy.net with your conformity on the space provided herein.

Thank you very much.

Very truly yours,  
  
MERLE C. ORONAN  
AVP-TSD

CONFORME: \_\_\_\_\_  
Authorized Representative  
Signature over Printed  
Name / Date

S.E.: 2172  
SYS CRTL #: OP0LN-FOST2B854R

PHILCOPY CORPORATION  
Lasala Bldg. , #803 J.P. Rizal Ave., Makati City \* Tel. No. 897-6840 \* Email Add. tsd@philcopy.net





KYOCERA Document Solutions Asia Limited  
Unit 3 & 5, 16/F., Mita Centre, 552-566 Castle Peak Road,  
Tsuen Wan, New Territories, Hong Kong  
Tel: (852) 2496 5678  
Fax: (852) 2610 2063  
<http://www.kyoceradocumentsolutions.asia>

4 May 2017

Philcopy Corporation  
P.O. Box 5190, Philcopy Bldg.,  
793, J. Rizal St., Makati,  
Metro Manila, Philippines

Attention: Mr. Efren Lim Quidilla  
Managing Director

Sworn Certificate of Guarantee  
Exclusive Distributorship Agreement

We, KYOCERA Document Solutions Asia Limited appoint Philcopy Corporation as an exclusive distributor in marketing and servicing KYOCERA Document Solutions brand copiers, laser printers and multi-functional peripheral, software solutions, including related consumables and spare parts in the Philippines. Therefore, Philcopy Corporation is responsible for sales and after sales service for the said products.


Yours faithfully,

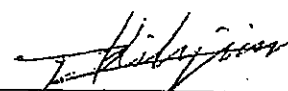

KYOCERA Document Solutions Asia Limited


Masayuki HIGUCHI, President  
Also for Kyocera Document Solutions Corporation

In witness of signature

(1)   
  
Satoru KYOGOKU, Vice President  
KYOCERA Document Solutions Asia Limited

(2)   
  
Takashi KISHIGAMI, Director  
KYOCERA Document Solutions Asia Limited

CONSULATE GENERAL OF THE )  
REPUBLIC OF THE PHILIPPINES )  
HONG KONG SAR ) S.S.

ACKNOWLEDGEMENT

FATIMA G. QUINTIN  
Vice Consul

Before me, ..... Consul of  
the Republic of the Philippines in and for Hong Kong SAR, duly commissioned and  
qualified, at Hong Kong SAR on this .....4th..... day of ...MAY.2017.....  
A.D., personally appeared ..MASAYUKI.HIGUCHI,HOLDER OF.....  
..HONG.KONG.I.D.NO..R895910(1).ISSUED.ON.7.OCT.2010.....  
to me known and known to me to be the same person who executed the annexed  
instrument, ..SWORN.CERTIFICATE.OF.GUARANTEE.....

.....  
and being informed by me of the contents of said instrument, acknowledged before  
me that he/she executed the same of his/her own free will and deed.

The said party, together with the two instrumental witnesses, signed at  
the foot of the instrument and on the left hand margin of the other pages hereof.  
this instrument together with this Acknowledgement being composed of.....4 pages.

IN WITNESS WHEREOF, I have hereunto set my hand on these presents  
and affixed hereon the seal of the Consulate General of the Philippines at  
Hong Kong SAR this .....4th..... day of .....MAY.2017.....

FATIMA G. QUINTIN  
Vice Consul  
*Consul of the Republic of the Philippines*

(Seal)

Attachment :  
-Certificate xxx

Service No. ....25667.....  
O.R. No. ....0022.....  
Notarial No. ....LD-5818.....  
Series of ....2017.....  
Fee Paid HK\$ 200  
Book No. ....1.....  
Page No. ....134.....

\* The Consulate General assumes no  
responsibility for the content of the  
annexed documents. FEES  
PAID THEREOF ARE NON-REFUNDABLE







**DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
JOB REQUEST FORM**

JRF No: 180 8334  
Date: Nov. 23, 2018

REQUESTING OFFICE: BMB-D

**NATURE OF REQUEST:**

- |   |  |
|---|--|
| <input type="checkbox"/> Carpentry/ Masonry/ Painting | <input type="checkbox"/> Airconditioning Unit                    |
| <input type="checkbox"/> Plumbing                     | <input type="checkbox"/> Electrical                              |
| <input type="checkbox"/> Telephone                    | <input checked="" type="checkbox"/> Others <i>Printer repair</i> |

**PARTICULARS (attach additional sheet/s and/or drawing/s if necessary):**

*May we request for repair of colored printer of Dir. Mel Arevalo as soon as possible. Please see attached RRC/P from ICTIS. Thank you.*

Requested by:  
*[Signature]*  
*Dler Danzand*  
Administrative Officer

**PROCESSING DETAILS: (for GSD use only)**

*To be filled by Bldg and Grounds Supervisor/GSD  
Division Chief*

*To be filled by the lead maintenance personnel:*

- Pending     Served     Denied

Attending GSD Personnel:

Lead:

Assisted by:

- Implemented  
On hold  
Unavailability of mats  
**TOTAL PROCESSING**

IN		OUT	
Date	Time	Date	Time

*Status as of 12/0/18  
Per Maintenance personnel:  
- will coordinate w/ PMD c/o  
  Sir Edwin  
- need to create PR worth P570.00*

REMARKS:

**ACCEPTED/ACKNOWLEDGED BY:**

The requested job was accomplished on \_\_\_\_\_

Administrative Officer  
(Signature Over Printed Name and Date)

*[Signature]*  
Nov. 23, 2018  
4:49 P.M.

???  
Surplus ago  
Kocs

**Request for Repair of Computer/Peripherals (RRC/P)**

Print or type appropriate Items.

Kayako Ticket Number: 10252

Bureau/Office <b>BMB-D</b>	Division	Administrative Officer (Name & signature)	Date of Request November 22, 2018
Item(s) for Repair/ Maintenance		Serial Number	Property Number
ECOSYS FS-C5150DN Problem: Either the printer or drum has an issue. The printer produces faded, blurred and inconsistent printouts.		N824201893	IT-12-D-14-59-12

**Information and Communications Technology Systems Service (ICTSS)  
Recommendation/s**


The equipment(s) as listed in RRC/P No. \_\_\_\_\_ have been inspected on November 22, 2018 at 03:03 PM. Based on findings, the following are hereby recommended.

CODE	ITEMS						RECOMMENDATION
	CPU	MONITOR	PRINTER	KBOARD	UPS/AVR	OTHERS	
A							For pull out to ICTSS for further diagnostic/cleaning/repair
B							For service under warranty Dated _____.
C			X				For repair to accredited service center.

Noted by:

\_\_\_\_\_  
Administrative Officer

Recommended by:

  
\_\_\_\_\_  
Mark B. Bilangel  
CMT III

To be accomplished after extensive inspection and/or servicing of authorized Service Center.

F - || for replacement of defective/worn -out parts (Ref RIV No. \_\_\_\_\_ dated \_\_\_\_\_)



BUES

2622



DEPARTMENT OF BUDGET AND MANAGEMENT  
ADMINISTRATIVE SERVICE  
JOB REQUEST FORM

JRF No:

1808334

Date:

Nov. 23, 2018

REQUESTING OFFICE: BMB-D

NATURE OF REQUEST:

- Carpentry/ Masonry/ Painting
- Plumbing
- Telephone

- Airconditioning Unit
- Electrical
- Others *Printer repair*

PARTICULARS (attach additional sheet/s and/or drawing/s if necessary):

*May we request for repair of colored printer of Dir. Nel Arevalo as soon as possible. Please see attached RRC/P from ICTSS. Thank you.*

Requested by:

*Bles Danzand*  
Administrative Officer

PROCESSING DETAILS: (for GSD use only)

To be filled by Bldg and Grounds Supervisor/GSD Division Chief

To be filled by the lead maintenance personnel:

- Pending
- Served
- Denied

Attending GSD Personnel:

Lead:

Assisted by:

	IN		OUT	
	Date	Time	Date	Time
Implemented				
On hold				
Unavailability of matls				
<b>TOTAL PROCESSING DAYS:</b>				

*Hi Sir/Ma'am,  
Per ICTSS, need daw po ng printer check-up c/o service provider. Kyocera's technician.*

REMARKS:

ACCEPTED/ACKNOWLEDGED BY:

The requested job was accomplished on \_\_\_\_\_ (mm)

Administrative Officer  
(Signature Over Printed Name and Date)

*[Signature]*  
Nov. 23, 2018  
9:49 P.M.

**Department of Budget and Management**

**Request for Repair of Computer/Peripherals (RRC/P)**

Print or type appropriate Items.

Kayako Ticket Number: 10252

Bureau/Office <b>BMB-D</b>	Division	Administrative Officer (Name & signature)	Date of Request November 22, 2018
Item(s) for Repair/ Maintenance		Serial Number	Property Number
ECOSYS FS-C5150DN Problem: Either the printer or drum has an issue. The printer produces faded, blurred and inconsistent printouts.		N824201893	IT-12-D-14-59-12

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A							For pull out to ICTSS for further diagnostic/cleaning/repair
B							For service under warranty Dated _____.
C			<b>X</b>				For repair to accredited service center.

Noted by:

\_\_\_\_\_  
Administrative Officer

Recommended by:

  
 \_\_\_\_\_  
 Mark B. Bilangel  
 CMT III

To be accomplished after extensive inspection and/or servicing of authorized Service Center.

F - || for replacement of defective/worn -out parts (Ref RIV No. \_\_\_\_\_ dated \_\_\_\_\_)



**Republic of the Philippines**  
 Department of Budget and Management (DBM)  
 Office of the Secretary, Central Office  
**PURCHASE ORDER**

<b>Supplier:</b>	PHILCOPY CORPORATION	<b>PO No.:</b>	01-06001-PO-2018-12-00006
<b>Address:</b>	Philcopy Bldg. 793 J. P. Rizal Avenue, 1200	<b>PO Date:</b>	December 20, 2018
<b>TIN:</b>	169318000	<b>Bank Name:</b>	
<b>Tel.No.:</b>	2 8998421	<b>Bank/Branch:</b>	
<b>Fax No.:</b>		<b>Bank A/C No.:</b>	
<b>Mode of Procurement:</b>	Small Value Procurement	<b>Account Type:</b>	
<b>Month:</b>	December	<b>PR No.:</b>	01-06001-PR-2018-12-00034
<b>Fund Cluster:</b>	01 - Regular Agency Fund		
<b>Funding Source:</b>	01101101 - Specific Budgets of National Government Agencies		

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

**Delivery Terms:** 10 working days upon receipt of the PO  
**Payment Terms:** 30 days upon receipt / acceptance of Invoice

No	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	For replacement of defective parts for Kyocera FS-C5150DN (colored) printer of Dir. Nel Arevalo of BMB-D	1.00	14,744.00	14,744.00
<b>Total</b>				<b>₱</b>	<b>14,744.00</b>

**(Total Amount in Words) \*\*FOURTEEN THOUSAND SEVEN HUNDRED FORTY FOUR PESOS AND 00/100\*\***

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

Conforme:

Very truly yours,

Marco David

\_\_\_\_\_  
 Signature over Printed Name of Supplier

\_\_\_\_\_  
 Signature over Printed Name of Authorized Official

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Designation

Delivery Schedule					
No	Description	Delivery Date From	Delivery Date To	Place of Delivery	Quantity
1	For replacement of defective parts for Kyocera FS-C5150DN (colored) printer of Dir. Nel Arevalo of BMB-D	12/19/2018	12/31/2018		1.00



