



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
REGION VIII

NOTICE OF AWARD

December 20, 2023

The Manager
Copylandia Office Systems Corporation
Tacloban City

Dear **Sir/Madam:**

This is to notify you that your Bid for the **Supply, Delivery, Installation, Commissioning, and Testing of Multifunction Photocopying Machine** for the contract Price of **Two Hundred Thirty-Two Thousand Five Hundred Pesos (P232,500.00)** Only is hereby accepted.


Please refer to the attached signed quotation for the details of the specifications. May we remind likewise that processing of payment is subject to compliance with the required documentary requirements provided in the procurement terms and conditions of the Request for Quotation.

For information and guidance.

Very truly yours,


IMELDA C. LACERAS, CESO III
Regional Director

Conforme:


LILY MAE G. GOLONG

(Signature over Printed Name)
Manager / Authorized Representative
Copylandia Office Systems Corporation
Date of Receipt: 12-20-23

PURCHASE ORDER

**Department of Budget and Management
Regional Office VIII**

*Villa Ruiz, Bgy 77, Marasbaras, Tacloban City
Tel. No. (053) 888-0548, & 832-1628*

Supplier : Copylandia Office Systems Corporation	P.O. No. : <u>2023-12-051</u>
Address : Tacloban City	Date : December 20, 2023
TIN :	Mode of Procurement : Negotiated-SVP

Gentlemen:

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

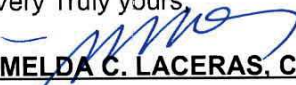
Place of Delivery : DBM RO VIII, Marasbaras, Tacloban City	Delivery Term :
Date of Delivery : See note below.	Payment Term : LDDAP-ADA

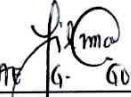
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		Supply, Delivery, Installation, Commissioning, and Testing of Multifunction Photocopying Machine			
		Technical Specifications:			
		- Printing and Copying Speed A4: 36 ppm			
		- Print System: Laser			
		- Paper feeder: Standard: Standard: 1,150 sheets, 150-sheet bypass (A5 – SRA3, width: 90 mm to 320 mm, length: 139.7 to 1,200 mm, 60–300 g/m2) for standard paper, envelopes, OHP, thick paper, banner paper			
		- Paper format: A6–SRA3, customized paper sizes; banner paper, max. 1,200 x 297 mm			
		- Printable area: Max. print area for SRA3 paper size: 307.1 x 437.1 mm; for 311.1 x 457.2 mm paper size: 302.7 x 448,7 mm			
		- Printable paper weight: 52 – 300 gsm			
		- Warm-up time: Approx. 12 seconds			
		- System Memory: 8,192 MB (8 GB)			
		- System Hard Drive: 256 GB SSD (Standard) / 1 TB (Optional)			
		- Resolution:1,200 x 1,200 dpi			
		- Scanning speed: Max. 200/200 IPM (mono/colour)			
		- Reverse Automatic Document Feeder (RADF): up to 300 originals; A6-A3; 35-210 gsm			
		- Optional: RADF or Dualscan ADF Available			
		- Feeder Capacity: 100 originals			
		- Panel Size: 10.1"			
		- Toner Technology: HD Polymerised Toner			
		- Imaging Lifetime: 245,000/1,000,000 (drum/developer)	1		
		- Network Enabled (Local Area Network/Wireless LAN)			
		- With Built-in Copy Desk/Cabinet			

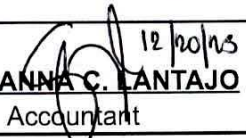
- Two (2) Paper Trays and One (1) Bypass Paper Tray
Terms and Conditions:
- Deliver genuine & brand-new items as to the given specifications.
- (1) One-year warranty on parts.
- Lifetime Free on-site service with monthly preventive maintenance check-ups.
- Direct/Exclusive distributor of the machine offered
- Service Provider must be in existence of at least 10 years in the industry and must have a service center in Tacloban City.
- Free Delivery, installation & training.
- Genuine Toner and Spare Parts
Warranty on Parts and Service:
- The machine is guaranteed against manufacturing defects for one (1) year from invoice date or 100,000 prints, whichever comes first. Parts that depreciate due to normal use of machine are not covered by this warranty. Lifetime Free Services with monthly preventive maintenance check-ups.
Delivery Period: Five (5) calendar days upon receipt of NOA and PO.

TOTAL	232,500.00
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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.
 We reserve the right to return the above items in case of defects and if found not in accordance with the agreed specifications.

Very Truly yours,

IMELDA C. LACERAS, CESO III
 Regional Director

Conforme:  :
LILY MAE G. GOUNG
 (Signature over printed name)
 Date 12-20-23

Fund Cluster : _____
 Funds Available : _____

MA. JOANNA C. LANTAJO
 Accountant

ORS/BURS No. : _____
 Date of the ORS/BURS: _____
 Amount : _____