

PURCHASE ORDER

PHILIPPINE GUARANTEE CORPORATION

Supplier :	<u>OTUS COPY SYSTEMS INC.</u>	P.O No. :	<u>22-01-0001</u>
Address :	<u>10F MG Tower 75 Shaw Blvd., 1552 Mandaluyong City</u>	Date :	<u>1/3/2022</u>
TIN :	_____	P.R No. :	<u>Memo Request</u>
Mode of Procurement:	<u>Small Value Procurement</u>	Date :	<u>11/18/2021</u>

Gentlemen:
Please furnish this Office the following items to the terms and conditions contained herein:

Place of Delivery:	<u>PHILGUARANTEE, Jade Bldg.,335 Sen. Gil Puyat,Mkti.</u>	Delivery Term:	<u>90 to 120 calendar days upon receipt of PO</u>
Date of Delivery:	<u>90 to 120 calendar days upon receipt of PO</u>	Payment Term:	<u>30 calendar days upon acceptance</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
NC-0345	unit	SCANNER EPSON Workforce DS 870 (A4 size) SPECIFICATIONS: Scan Speed & Resolution (Colour/Greyscale/Mono): 200dpi: 65ppm/130ipm (Simplex/Duplex), 300dpi: 65ppm/130ipm (Simplex/Duplex), 600dpi: 16ppm/32ipm (Simplex/Duplex) Optical Resolution: 600 x 600 dpi Document Size: Max. 215.9 x 6,096mm Min. 50.8 x 50.8mm ADF Capacity: 100 sheets File Format: Epson Scan 2: JPEG, TIFF, Multi-TIFF, PDF, Searchable PDF, BMP, PNG / Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX	6	46,550.00	279,300.00
NC-0345	unit	SCANNER EPSON Workforce DS 7000 (A3 size) SPECIFICATIONS: Scan Speed & Resolution (Colour/Greyscale/Mono): 200dpi: 70ppm/140ipm, 300dpi: 70ppm/140ipm , 600dpi: 25ppm/50ipm Optical Resolution: 600 x 600 dpi Document Size: Max. 297 x 2,540mm Min.68 x 120mm ADF Capacity: 200 sheets File Format: Epson Scan 2: JPEG, TIFF, PDF, BMP / Document Capture Pro (Win): JPEG, BMP, PDF, Searchable PDF, TIFF, Multi-TIFF, PNG, DOCX, XLSX, PPTX SCOPE OF SERVICES & STANDARD WARRANTY: Positioning: Included in free services Installation and Configuration: Included in free services Training: Unlimited user training, included in free services Warranty: Standard Manufacturer's warranty of one (1) year on parts and services.	2	178,755.00	357,510.00

Six Hundred Thirty Six Thousand Eight Hundred Ten and 00/100 P 636,810.00

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.

Conforme: JENNIFER M. CALAYAG
OTUS COPY SYSTEMS INC.
Signature over Printed Name of Supplier
Feb. 4, 2022
Date

Very truly yours,
LLOYD A. SIOSON
Vice President, Information Technology Department

Funds Available: MERCEDITA C. LAPADA
Vice President, Budget Management Department

ALOBS No.: _____
Amount: 636,810.00