

OFFICE OF CIVIL DEFENSE

Quality Form

Purchase Order

Document Code

QF-IPD-01

Revision No.

0

Effectivity Date

2019.08.16

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Supplier	Printcore Office Systems Inc.	P.O. No.	CMS-PO-0121-003
Address	4 S. Pedraco St. Brgy. Dalig, Antipolo City	Date	08 January 2021
E-mail Address	printcoreinc@gmail.com	Mode of Procurement	Section 53.9 (Small Value Procurement)
		TIN	

Gentlemen:

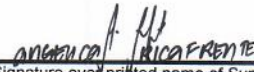
Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	Upon Issuance of Notice to Proceed (NTP)		
		Payment Term:	Send Bill Policy		
LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1	Months	<p>Lease of One (1) Photocopier Machine</p> <p>Lease Duration: Twelve (12) months reckoned from the date of issuance of Notice to Proceed</p> <p>Function of Photocopier Machine: Must be able to copy, print and scan, reduce, and enlarge documents</p> <p>Connectivity: Must be able to connect with multiple computers</p> <p>Features: Touch Screen Control Panel 12,000 print or copies per month Minimum speed of 25 copies per minute At least 600x600 dpi scan resolution Maximum of A3 size paper 25% to 400% enlargement / reduction Scan FTP, email, USB, etc. Compatible and able to support windows 7 or higher Storage: At least 128mb / 40gb HDD Memory Inclusion: Delivery and Installation Supply of toner and spare parts Maintenance Services (cleaning, repair and labor charges) Replacement of Defective Parts</p> <p>Delivery Period: Upon issuance of NTP Delivery Area: Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City Payment Terms: SEND BILL policy (after the end of each month of lease) Other Terms: Prices Inclusive of taxes, delivery cost and other charges/fees</p> <p style="text-align: center;">*** nothing follows ***</p>	12	6,600.00	79,200.00
			TOTAL COST		₱79,200.00

(Total Amount in Words): SEVENTY NINE THOUSAND TWO HUNDRED PESOS ONLY

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

Conforme:


 Signature over printed name of Supplier
 Date: 1-13-21

Very truly yours,


 USEC RICARDO B. JALAD
 Administrator



Funds Available:


 LALAIN NECESARIO BARROGA
 Chief, Accounting Section

OBR No. :

Amount :

01-101101-2021-06-0006
 79,200.00