



Project Reference Num: PR No.

100-2025-02-273

P.R. Date

February 4, 2025

Location of Project:

City Mayor's Office - BAC Secretariat and Procurement Planning Division

Supplier : **PHILCOPY CORPORATION**Address : **Basaya Bldg., Junction I, San Miguel**

P.O. No.

**BAC-2025 - APR - 03 - 6585**

E. Mail Address :

P.O. Date

**MAR 21 2025**

Telephone No. :

Mode of

TIN **358-571-804-000**

Procurement :

**Negotiated - Small Value**

Gentlemen:

Please furnish this office the following articles subject to the terms and condition contained herein

Place of Delivery :	<b>Thru City GSO</b>	Delivery Term :	<b>60 CD upon receipt of P.O.</b>
Date of Delivery :		Payment Term:	

ITEM No.	QTY	UNIT	DESCRIPTION	UNIT COST	AMOUNT
1	1	unit	Photocopier	108,650.00	108,650.00
			Main Function	Copy, Print, Scan, Fax (Optional)	
			Writing Method	Semiconductor Laser	
			CPU	ARM Cortex-A9 (Dual Core) 1.2GHz	
			Print Speed (A4) (Mono)	25 ppm	
			Scanning Speed (A4) 300dpi	Simplex 50/50 ipm	
				Duplex 18/16 ipm	
			Memory	Standard 1GB (Max. 3GB)	
			SSD Capacity	SSD 32GB (Optional) / SSD 128GB (Optional)	
			Warm Up Time	20 seconds or less	
			Paper Capacity	600 sheets (11 x 500 sheets (Cassette) + 100 sheets (MPT))	
				1,600 sheets (Main Unit) + 2 x 500 sheets PF-471 XT + MPT	
			Paper Size	Cassette Min. A5R - Max. A3 (Legal)	
				MPT Min. A5R - Max. A3 (Legal)	
			Paper Weight	Cassette 60 - 163 g/m <sup>2</sup>	
				MPT 45 - 256 g/m <sup>2</sup>	
			Duplex Printing	Paper size: A5R - A4/Legal, Paper weight: 60 - 163 g/m <sup>2</sup>	
			Output Capacity	Max. 250 sheets + 50 sheets with standard Job Separator	
			Control Panel	4.3-inch Color Touch LCD Panel	
			Document Processor	Standard (Max. 50 sheets RADF Type)	
			Dimension (W x D x H) (Main Unit)	590mm x 590mm x 688mm (with DP)	
			Weight (Main Unit)	Approx. 72 kg	
			Power Consumption (Standard configuration)	Copy/Print Mode 390W	
				Stand-by Mode 55W	
				Energy Saver 0.5W	
			Noise (ISO7779/ ISO9296)	Copy/Print Mode 49dB(A)	
				Stand-by Mode 34dB(A)	
			INCLUSION Machine with USB Cable, Adaptor, CD Manual, Power Cord, Initial Toner (up to 3,000 copies), LIFETIME service warranty, One year Warranty for Parts, Machine Dust Cover		
X-X-X	X-X-X	X-X-X	X-X-X-X Nothing Follows X-X-X-X	Total	108,650.00
In Words		<b>One Hundred Eight Thousand Six Hundred Fifty Pesos</b>			
In Figures		<b>₱108,650.00</b>			

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

Conforme:

Very truly yours.

  
**LUCILO R. BAYRON**  
 City Mayor *ap*  
 Authorized official

By: **PHILCOPY CORPORATION**  
  
**ALLIAE ALXIE GARCIA**  
 Signature over printed name of supplier  
**ACCOUNT EXECUTIVE II**  
 Position/Designation  
**4-7-2025**  
 Date

Fund Available

 ALOBS NO. : \_\_\_\_\_  
 Amount : \_\_\_\_\_

City Assessment

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 City's Bids and Awards Committee Goods and approved by the Head of Procuring Entity or his duly authorized representative.

3 The Goods shall only be delivered by the Supplier at the City General Services Office of the located at the New City Hall Building not later than 10:00 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 may be extended maximum period of \_\_\_\_\_ (\_\_\_\_) 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 liquidated damages. The City Government of Puerto Princesa (CGPP) 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 RA 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 the delivery upon prior due notice, written or verbal, to the authorized 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 his deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the CGPP within three (3) months after acceptance of the same shall be replaced by the Supplier within seven (7) calendar days upon receipt of a written notice to that effect.

8 A penalty of one-tenth of one per cent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten per cent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten per cent (10%) of the amount of the contract, the producing 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 Notarization of this instrument shall be on the account of the supplier.

11 The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:

REPUBLIC OF THE PHILIPPINES  
PUERTO PRINCESA CITY )S.S.

*Allegretti*

BEFORE ME, a Notary Public for and in the City of Puerto Princesa, Philippines on this \_\_\_\_\_ day of \_\_\_\_\_, 2025, personally appeared ~~Allegretti~~ ~~Medel~~ ~~Karina~~ 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 he represents.

This Instrument refers to a \_\_\_\_\_ page consisting of two (2) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this \_\_\_\_\_ day of APR 07 2025, 2025.

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ATTY. KERWIN ARNOLD MAWIE C. PALATINO  
Notary Public, Puerto Princesa City, Mun. of Aborlan  
Narra, Guyo, Agutaya and Magsaysay, Palawan  
NPL No. 2025-003, Until December 31, 2026  
PTR No. 2092437, PPC/PALAWAN, 01-02-2025  
Roll No. 67119/IBP NO. 486838/12-23-2024

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