



PURCHASE ORDER

Department of Social Welfare and Development
Field Office VII, Cebu City

Supplier: **GLOBAL COPIER TRADING**
 Address: ML Quezon Ave., St. Cabancalan Mandaue City
 Contact No.: 420-7997-/268-9631
 Contact Person: Anthony Trinidad

PO No. : **DSWD7-AMP-2022-036**
 Date: **02/23/2022**
 Mode of Procurement: Small Value Procurement
 TIN: 139-357-391-000

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

Place of Delivery: DSWD SWAD Office, Dumaguete City, Negros Oriental
 Delivery Term:
 Date of Delivery:
 Payment Term: within 30 calendar days after SI/DR & receipt of billing.

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
	unit	RENTAL OF PHOTOCOPIING MACHINE FOR CY 2022	1	150,000.00	150,000.00

Specifications:

- Minimum copies/month/machine: 20,000 copies (regular)+ 4,000 copies (projected excess copies that will be charged per copy cost)
- Touch screen LCD, user friendly with clear and high quality copies
- Digital black and white
- Minimum of 30 pages/minutes
- at least 32mb memory
- 600x600 dpi resolution
- A3 (11X17) up tp A5 (5 1/2 x 8 1/2) paper size
- Laser Copy System
- 1 minute warm up time (maximum)
- Automatic and manual control
- Connectivity: network/USB
- Network software installation included
- Ready and applicable for network printing
- With free regular maintenance

0.75 per copy x
@ 20,000
minimum +
4,000 projected
excess copy per
month

Terms and Conditions:

- Inclusive of parts and consumable, except of paper and electricity
- 2% spoilage/test shall be deducted per month
- Waive deposit/advance payment
- Free delivery and on-site installation
- Provision of at least one technician to repair the machine on an on-call basis, if necessary
- Free training/orientation on operational use of the machine
- Billing period: Monthly
- For purpose of price evaluation, financial compliance shall be determined through the offered unit cost per copy
- Without prejudice to hte provisions of the applicable laws, rules and regulations, the contract shall be automatically terminated when the amount spcified for this contract has been exhausted.

Purpose: For SWAD Negros Office use

End User: Social Pension

(Ref: PR No.: DSWD7-2022-0088)

(Total Amount in Words)

One Hundred Fifty Thousand Pesos

Gross Amount

150,000.00

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

Signature over Printed Name of Supplier

Date

Very truly yours,

REBECCA P. GEAMALA, DMPA
Regional Director

Funds Available:

LOUIE RAY S. VILLARIN, CPA
Regional Accountant

ALOBS No. : _____

Amount : _____