

03 December 2024

MICHELLE FELIPE
Project Support Officer
OTUS COPY SYSTEMS, INC.
10F MFG Tower 1, 75 Shaw
Blvd. Brgy. Daang Bakal,
Mandaluyong

SUBJECT: CONTRACT VARIATION/ADJUSTMENT

Dear Ms. Felipe:

Please be informed that during the post-qualification conducted by the End-Users, the specifications stated in the brochures being offered by OTUS COPY SYSTEMS, INC., (copy attached) is acceptable to End-Users being more apt and favorable to the agency.

However, this was inadvertently not included in the Post-Qualification Report and in the Purchase Order (P.O).

In this regard, we are issuing this letter-conforme as supplemental/contract variation to reflect in the attached PO.

It is also understood that there will be no adjustments to the amount and requirements as to the purchase of six (6) units Mid-Range Laser Printer.

Please sign in the attached PO, and to effect delivery after.

Thank you.

Sincerely,



ROMLEAH JULIET PULIDO OCAMPO
Executive Director

Conforme:



MICHELLE FELIPE
Project Support Officer
OTUS COPY SYSTEMS, INC.

PURCHASE ORDER

CITEM.STR.FR.007



CENTER FOR INTERNATIONAL TRADE EXPOSITIONS AND MISSIONS
 Golden Shell Pavilion, Roxas Boulevard corner Sen. Gil J. Puyat Avenue
 1300 Pasay City, Metro Manila, Philippines
 (632) 831-2201 to 09 ext. 218 (632) 831-1368, 832-3965
 info@citem.com.ph www.citem.com.ph



PO Number: 24- 0359	PO Date: 10/14/2024	PAGE 1/4
PR No.: 2024-0359	PR Date: 08/15/2024	

CONTRACTOR/SUPPLIER OTUS COPY SYSTEMS INC. ADDRESS 10F MG Tower 1, 75 Shaw Blvd., Brgy Daang Bakal, Mandaluyong City MODE OF PROCUREMENT SHOPPING	DELIVERY TERM PAYMENT TERM PLACE OF DELIVERY DATE OF DELIVERY
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Please provide/furnish this office the requirements listed below subject to the terms and conditions contained herein. Address all correspondence to the Center for International Trade Expositions and Missions (CITEM).

DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
PROCUREMENT OF MID-RANGE LASER PRINTER	6 units	Php33,000.00/unit	Php198,000.00

Technical Specifications:

Functions: Print, Copy, Scan, Fax
 Control panel: 2.7" Color Touchscreen

PRINT

Print technology: Laser
 Print speed: Black (A4, normal) Up to 40 ppm;
 Black (A4, duplex): Up to 34 ppm Print resolution;
 Black (best): Fine Lines (1200 x 1200 dpi)
 Monthly duty cycle: Up to 80,000 pages A4; Recommended monthly page volume: 750 to 4,000
 Printer smart software features: Auto duplex and booklet printing, N-up printing, collation, watermarks, install printer driver only, Economode for toner savings, accepts a variety of paper sizes and types
 Fonts and typefaces: 84 scalable TrueType fonts
 Print area: Print margins Top: 4.3 mm, Bottom: 4.3 mm, Left: 4.3mm, Right: 4.3 mm; Maximum print area: 207.4 x 347.1mm
 Duplex printing: Automatic (default)

COPY

Copy speed: Black (A4): Up to 40 cpm
 Copier specifications: ID Copy; Number of copies; Resize (including 2-Up); Lighter/Darker; Enhancements; Original Size; Binding Margin; Collation; Tray Selection; Two-Sided; Quality (Draft/Normal/Best); Save Current Settings; Restore Factory Defaults; Maximum number of copies: Up to 9999 copies; Reduce/Enlarge: 25 to 400%

TOTAL AMOUNT IN WORDS: Php

This order is placed subject to the following terms and conditions:

The delivery must be made only during office hours to CITEM or as may be specified. Delivery is subject to the acceptance of CITEM's duly authorized representative/official and inspection by CITEM-Management Inspection Team and/or the Commission on Audit. Rejected deliveries are to be withdrawn and/or replaced immediately. Delay in the delivery is subject to the PENALTY of 1/10 of 1% of the TOTAL VALUE of this ORDER for EACH DAY OF DELAY. In case the contractor/supplier does not deliver within the due date, s/he shall be considered in default and will be liable to pay LIQUIDATED DAMAGES in the amount of _____ of the TOTAL AMOUNT unless the contractor/supplier requested and CITEM granted an extension. The contractor/supplier authorizes CITEM to deduct the amount of undelivered portion and to deduct the penalty and liquidated damages from any of its receivables from CITEM. The contractor/supplier must present a Delivery Receipt and Invoice or Official Receipt with the Purchase Order upon delivery.

Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO
 Procurement Unit Head

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No. **ISP-24/1292**

DATE **Nov. 04, 2024**

AMOUNT **Php198,000.00**

Funds Available:

MALERNA C. BUYAO
 Chief, Controllershship Division

Recommended by:

CLODUALDO D. EVIO
 Chief, SMDD Division

Approved by:

LEAH PULIDO-OCAMPO
 Executive Director

PURCHASE ORDER

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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SCAN
 Scan speed: Normal (A4): Up to 29 ppm/46 ipm (b&w), up to 20ppm/34ipm (color);
 Duplex (A4): Up to 46ipm (b&w), up to 34ipm (color)
 Scan file format: PDF, JPG, TIFF
 Scanner type: Flatbed, ADF
 Scan technology: Contact Image Sensor (CIS)
 Scan input modes: Front-panel scan, copy, email, or file buttons
 Duplex ADF scanning: Yes
 Optical scan resolution: Up to 1200 x 1200 dpi
 Scanner advanced features: Single-pass 2-sided scanning ADF,
 Scan to cloud (Google Drive and DropBox), Scan to email with LDAP email
 address lookup, Scan to network folder,
 Scan to USB, Scan to Microsoft SharePoint®, Scan to computer with software, Fax
 archive to network folder, Fax archive to email,
 Fax to computer, Enable/disable fax, Quick Sets
 Recommended monthly scan volume: 750 to 4000
 Scannable area: Maximum media size (flatbed): 216 x 297mm;
 Minimum media size (ADF): 102 x 152mm
 Maximum media size (ADF): 216 x 356mm
 Bit depth/ Grey scale levels 24-bit / 256


FAX
 Fax: Yes, 33.6 kbps
 Fax memory: Up to 400 pages
 Fax resolution: Standard: 203 x 98 dpi; Fine: Up to 203 x 196 dpi Superfine: Up to
 300 x 300 dpi; Quick dialing: Up to 200 numbers Fax smart software features: Auto
 fax reduction; Auto redialing; Delayed sending; Fax forwarding; TAM interface; Junk
 barrier; Distinctive ring detection; Cover page; Block fax; Billing codes;
 Save and load. Fax activity reports; Dial prefix setting; Print fax log, Digital Fax
 Processor speed: 1200MHz

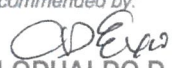
TOTAL AMOUNT IN WORDS: _____ Php


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Very truly yours, 
ATTY. MARY JANE DIAGRO-GERONIMO
 Procurement Unit Head

CONFORME: 
 Name & Signature of Contractor/Supplier
 Date

BUR No. ISP-2411292
 DATE NOV-04, 2024
 AMOUNT Php198,000.00
 Funds Available: 
MALERNA C. BUYAO
 Chief, Controllership Division

Recommended by: 
CLODUALDO D. EVIO
 Chief, SMDD Division

Approved by: 
LEAH PULIDO-OCAMPO
 Executive Director

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CONTRACTOR/SUPPLIER **OTUS COPY SYSTEMS INC.**

ADDRESS **10F MG Tower 1, 75 Shaw Blvd., Brgy Daang
Bakal, Mandaluyong City**

MODE OF PROCUREMENT **SHOPPING**

DELIVERY TERM

PAYMENT TERM

PLACE OF DELIVERY

DATE OF DELIVERY

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DESCRIPTION	QTY/UNIT	UNIT PRICE	AMOUNT
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CONNECTIVITY

Standard: 1 Front USB port; 1 Gigabit Ethernet 10/100/1000 BaseT network; 1 Hi-Speed USB 2.0 (host); 1 Wi-Fi 802.3az; 802.11b/g/n (2.4 GHz) Wi-Fi radio
 Mobile printing capability: Smart App; Apple AirPrint™; Mopria™ Certified; Wi-Fi® Direct Printing

MEDIA HANDLING

Number of paper trays: Standard: 2; Maximum: 3
 Media types: Paper (plain, EcoEFFICIENT, light, heavy, bond, colored, letterhead, preprinted, prepunched, recycled, rough); envelopes; labels;
 Media size: Custom (metric): Tray 1:76.2 x 127 to 215.9 x 355.6 mm; Tray 2, 3: 104.9 x 148.59 to 215.9 x 355.6 mm ;
 Supported (metric): Tray 1: A4; A5; A6; B5 (JIS); Oficio (216 x 340 mm); 16K (195 x 270 mm); 16K (184 x 260 mm); 16K (197 x 273 mm); Japanese Postcard; Double Japan Postcard Rotated;
 Envelope #10; Envelope Monarch; Envelope B5; Envelope C5; Envelope DL; Custom Size; 4 x 6 in; 5 x 8 in; Statement; Tray 2 A5; A6; B5 (JIS); Oficio (216 x 340 mm); 16K (195 x 270 mm); 16K (184 x 260 mm); 16K (197 x 273 mm); Custom Size; A5-R; 4 x 6 in; B6 (JIS) ; ADF: Letter; Legal; A4; custom sizes 102 x 152 to 216 x 356 mm
 Media handling: Standard input: 100-sheet tray 1, 250-sheet input tray 2; 50-sheet Automatic Document Feeder (ADF) Standard output: 150-sheet output bin Optional input: Optional third 550-sheet tray

TOTAL AMOUNT IN WORDS:

Php

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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO
Procurement Unit Head

CONFORME:

Name & Signature of Contractor/Supplier

Date

BUR No.

ISP-2411292

DATE

NOV. 04, 2024

AMOUNT **Php198,000.00**

Recommended by:

CLODUALDO D. EVIO
Chief, SMDD Division

Approved by:

LEAH PULIDO-OCAMPO
Executive Director

Funds Available:

MALERNA C. BUYAO
Chief, Controllership Division

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DESCRIPTION

QTY/UNIT

UNIT PRICE

AMOUNT

ADF: Standard, 50 sheets
Media weight: Tray 1: 60 to 200 g/m² ; tray 2, optional 550-sheet \ tray 3: 60 to 120 g/m²; ADF: 60 to 120 g/m²
Input capacity: Tray 1: Sheets: 100; Envelopes: 10 Tray 2: Sheets: 250 Tray 3: Sheets: 550 (optional) Maximum: Up to 900 sheets (with Optional 550-sheet tray) ADF:Standard, 50 sheets
Output capacity: Standard: Up to 150 sheets Envelopes: Up to 10 envelopes Maximum: Up to 150 sheets

- Warranty: 2 Years
- Free Onsite Training
- Free Service for parts with a respond time of 2-4 office hours onsite support
- Scheduled preventive maintenance service to reduce frequency of breakdown
- Dedicated customer service for Managed Print Services Clients

Delivery Date : 15 - 30 days upon receipt of Purchase Order

TOTAL AMOUNT IN WORDS: **One Hundred Ninety Eight Thousand Pesos**

Php 198,000.00

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Very truly yours,

ATTY. MARY JANE DIAGRO-GERONIMO
Procurement Unit Head

CONFORME:

Michelle Felipe
Name & Signature of Contractor/Supplier

Date

BUR No.

DATE

AMOUNT **Php198,000.00**

Funds Available:

MALERNA C. BUYAO
Chief, Controllership Division

Recommended by:

Clodualdo D. Evio
CLODUALDO D. EVIO
Chief, SMDD Division

Approved by:

Leah Pulido-Ocampo
LEAH PULIDO-OCAMPO
Executive Director