



PURCHASE ORDER
 Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo, Obrero, Davao City

Supplier: **Copylandia Office Systems, Corp.** P.O. No.: **2020-08-0223**
 Address: **G/F Carlos Villa Abrille Bldg., JP Laurel Ave., Davao City** Date: **AUGUST 18, 2020**
 TIN: **002-332-000-013 VAT** Mode of Procurement: **Shopping**

Gentlemen:

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

Place of Delivery: Supply and Management Unit		Delivery Term: 25 days	Quantity	Unit Cost	Amount
Date of Delivery: 10-00-20		Payment Term: 15 days			
Stock/Property No.	Unit	Description			
2	cart	TONER CART, for TN 217 (Ineo 213)	5	3,125.00	15,625.00
7	cart	INK, CV-ink tube, for CV-3230 Risograph Machine (genuine)	1	1,335.00	1,335.00
9	cart	Master, CV-master, for CV-3230 Risograph Machine	1	2,780.00	2,780.00
10	cart	PHOTOCOPIER IMAGING UNIT IUP 18 BLACK	1	3,500.00	3,500.00
11	cart	PHOTOCOPIER TONER, TNT 40 INEO Develop	1	11,800.00	11,800.00
13	cart	TONER CART, KS800 (for Riso), S-3276	3	1,150.00	3,450.00
16	cart	TONER, TN118, for Develop Ineo 226 photocopier, Original	6	3,125.00	18,750.00
17	cart	TONER, TN328 cartridge, for Ineo 363 photocopier (genuine)	2	7,500.00	15,000.00
18	cart	TONER, TNP42 cartridge, for Ineo 4020 photocopier (genuine)	1	11,800.00	11,800.00
19	cart	TRANSFER ROLLER/MASTER KS800 (for Riso), S-3276	6	582.00	3,492.00
Nothing Follows					
		PC: 101			
		FR# 2020-03-196			
		PTD: 7/17/2020			
Fund 101 - Consolidated					
Total Amount					87,532.00
less tax 1%					781.54
less tax 5%					3,907.68
EIGHTY-TWO THOUSAND EIGHT HUNDRED FORTY-TWO PESOS & 78/100 ONLY.					4,689.22
					82,842.78



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 on the undelivered item/s.

Conforme:

KAREN B. PANGCA
 Signature over Printed Name of Supplier
090820
 Date

Very truly yours,

MA. LUISA B. FAUNILLAN
 Vice President for Administration

Fund Cluster: **01 - RAF**
 Funds Available:

ROLANDO B. ENRIQUEZ
 Director, Finance Division

ORS/BURS No.: 021010/2020-08-0911
 Date of the ORS/BURS: Staff Head
 Amount: ₱ 87,532.00



PURCHASE ORDER
 Republic of the Philippines
UNIVERSITY OF SOUTHEASTERN PHILIPPINES
 Obrero Campus, Bo, Obrero, Davao City

Supplier: **Gakken (Phils.) Inc.**

Address: **180 GPI Bldg., Cor. A. Lake St. Aurora Blvd. Davao City**

TIN: **004-475-204-002 VAT**

Gentlemen:

P.O. No.: **2020-08-0222**

Date: **AUGUST 18, 2020**

Mode of Procurement: **Shopping**

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

Place of Delivery: **Supply and Management Unit**
 Date of Delivery: **30 DAYS / OCT. 9, 2020**

Delivery Term: **25 days**
 Payment Term: **15 days**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
4	cart	DRUM Cartridge (for Fuji photocopier-DOCU CENTRE S2220)	1	15,000.00	15,000.00
5	cart	DUPLO INK, BLACK INK DA14	8	974.00	7,792.00
6	cart	DUPLO MASTER ROLL DP RA12	9	4,710.00	42,390.00
12	cart	TONER CART, DOCU CENTRE S2220 (for Fuji Xerox)	4	4,300.00	17,200.00
15	cart	TONER INK, DOCU CENTRE S2011 (PHOTOCOPIER)	6	4,300.00	25,800.00
Nothing Follows					
<div style="border: 1px solid black; border-radius: 50%; padding: 10px; display: inline-block;"> <p>OFFICE OF THE AUDITOR GENERAL</p> <p>RECEIVED BY: <u>Janeh</u></p> <p>DATE: <u>SEP 14 2020</u></p> <p>1:27pm</p> </div>					
PC: 101 H16 PR# 2020-03-1966 PRP: 9/19/2020					
Fund 101 - Consolidated					

Total Amount **108,182.00**
 less tax 1% **965.91**
 less tax 5% **4,829.55**
ONE HUNDRED TWO THOUSAND THREE HUNDRED EIGHTY-SIX PESOS & 54/100 ONLY.

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 on the undelivered item/s.

Conforme:

GUENSON BUZON
 Signature over Printed Name of Supplier
09/09/20 Date

Very truly yours,

MA. LUISA B. FAUNILLAN
 Vice President for Administration

Fund Cluster: **01 - RAF**
 Funds Available:

ROLANDO B. ENRIQUEZ
 Director, Finance Division

ORS/BURS No.: 08/11/2020-08-0912
 Date of the ORS/BURS: 8/27/2020
 Amount: 108,182.00
AM 5/18/20

2020.08.0214

Republic of the Philippines
University of Southeastern Philippines
 Obrero Campus, Bo. Obrero, Davao City
ABSTRACT OF BIDS AND AWARDS
 Opened at BAC Office at 3:30pm on JULY 24, 2020
 P.R #: 2020-03-1966 Dated: MARCH 13, 2020

Item No.	Qty.	Unit	PARTICULARS	APPROVED BUDGET FOR THE CONTRACT		COPYLANDIA OFFICE SYSTEMS CORP.		GAKKEN (PHILIPPINES), INC			PHILCOPY CORPORATION		PHILIPPINE DUPLICATORS INC.		REMARKS			
				Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price	Unit Price x Qty	Unit Price		Unit Price x Qty		
1	5	bottle	INK CART, HP CP 279A	4,225.00	21,125.00	N/A	0.00	RB	N/A	0.00	RB	N/A	0.00	RB	N/A	0.00	RB	Rebid
2	5	cart	TONER CART, for TN 217 (Ineo 213)	4,100.00	20,500.00	3,125.00	15,625.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
3	2	cart	TONER CART, TK-6113 for KYOCERA photocopier original	8,950.00	17,900.00	N/A	0.00	X	N/A	0.00	X	8,800.00	17,600.00	✓	N/A	0.00	X	
4	1	cart	DRUM Cartridge (for Fuji photocopier-DOCU CENTRE S2220)	15,000.00	15,000.00	N/A	0.00	X	15,000.00	15,000.00	✓	N/A	0.00	X	N/A	0.00	X	
5	8	cart	DUPLO INK, BLACK INK DA14	1,174.00	9,392.00	N/A	0.00	X	974.00	7,792.00	✓	N/A	0.00	X	N/A	0.00	X	
6	9	cart	DUPLO MASTER ROLL DP RA12	3,775.00	33,975.00	N/A	0.00	X	4,710.00	42,390.00	✓	N/A	0.00	X	N/A	0.00	X	
7	1	cart	INK, CV-ink tube, for CV-3230 Risograph Machine (genuine)	1,555.00	1,555.00	1,335.00	1,335.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
8	5	cart	KYOCERA INK, TK-4109 black	7,450.00	37,250.00	N/A	0.00	X	N/A	0.00	X	7,300.00	36,500.00	✓	N/A	0.00	X	
9	1	cart	Master, CV-master, for CV-3230 Risograph Machine	1,890.00	1,890.00	2,780.00	2,780.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
10	1	cart	PHOTOCOPIER IMAGING UNIT IUP 18 BLACK	3,500.00	3,500.00	3,500.00	3,500.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
11	1	cart	PHOTOCOPIER TONER, TNT 40 INEO Develop	3,690.00	3,690.00	11,800.00	11,800.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
12	4	cart	TONER CART, DOCU CENTRE S2220 (for Fuji Xerox)	1,350.00	5,400.00	N/A	0.00	X	4,300.00	17,200.00	✓	N/A	0.00	X	N/A	0.00	X	
13	3	cart	TONER CART, KS800 (for Riso), S-3276	1,520.00	4,560.00	1,150.00	3,450.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
14	1	cart	TONER CARTRIDGE FOR KYOCERA MITA TASKALFA 181	3,875.00	3,875.00	N/A	0.00	RB	N/A	0.00	RB	7,300.00	7,300.00	RB	N/A	0.00	RB	More than ABC
15	6	cart	TONER INK, DOCU CENTRE S2011 (PHOTOCOPIER)	4,425.00	26,550.00	N/A	0.00	X	4,300.00	25,800.00	✓	N/A	0.00	X	N/A	0.00	X	
16	6	cart	TONER, TN118, for Develop Ineo 226 photocopier, Original	3,325.00	19,950.00	3,125.00	18,750.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
17	2	cart	TONER, TN323 cartridge, for Ineo 363 photocopier (genuine)	3,650.00	7,300.00	7,500.00	15,000.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
18	1	cart	TONER, TNP42 cartridge, for Ineo 4020 photocopier (genuine)	3,750.00	3,750.00	11,800.00	11,800.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
19	6	cart	TRANSFER ROLLERMASTER KS800 (for Riso), S-3276	1,520.00	9,120.00	582.00	3,492.00	✓	N/A	0.00	X	N/A	0.00	X	N/A	0.00	X	
TOTAL					246,282.00		87,532.00			108,182.00		54,100.00						
Item Nos. :	4,5,6,12 & 15					Awarded to:	GAKKEN (PHILIPPINES), INC					Amount:	108,182.00					
Item Nos. :	2,7,9,10,11,13,16,17,18 & 19					Awarded to:	COPYLANDIA OFFICE SYSTEMS CORP.					Amount:	87,532.00					
Item Nos. :	3 & 8					Awarded to:	PHILCOPY CORPORATION					Amount:	54,100.00					
Item Nos. :	1 & 14					Awarded to:	REBID ITEMS					Amount:	-					

Prepared by:

JOSE MARI P. LABANJO
 Procurement Unit Clerk

Noted By:

NORA R. DE LA VIÑA
 Procurement Unit Head

We hereby certify that we have opened the bids and certify the same to be authentic, true and correct. We resolved to recommend the award of the items mentioned above to COPYLANDIA OFFICE SYSTEMS CORP, GAKKEN (PHILIPPINES) INC. and PHILCOPY CORPORATION which has been found the lowest calculated and responsive bid.

N/A
RHINNA M. SAAN
 Alternate Bac-Member

N/A
NIMFA V. MANISCAN
 Alternate Bac-Member


DANILO G. GALARION
 Bac-Member


RIOLIZA B. MOLINA
 Bac-Member

N/A
JOSE ALTHER M. RIVERA
 Bac-Member


REYNALDO M. NOGOPULA
 BAC Vice-Chairman


REYNILO D. GARCIA
 BAC Chairman



University of Southeastern Philippines

Bids and Awards Committee to GAKKEN (PHIL), INC. No. 2020-08-0222

Matched Amr 18, 2020 Accounting to IP

108,182.00.

CERTIFICATION

Procurement Unit Head

This is to certify that the Request for Quotation (RFQ) for the *Procurement of Unit Consumable 164 1st Quarter 2020* with an Approved Budget for the Contract **Two Hundred Fifty-Five Thousand Three Hundred Pesos only (Php.255,300.00)** was posted in the following conspicuous places in the University:

- Bulletin board near the USEP main gate
- Bulletin board at the BAC Office, USEP-Obrero Campus, Davao City

The said RFQ was posted within three (3) calendar days in the mentioned conspicuous places starting **June 25-29, 2020**.

Issued on **June 30, 2020** at USEP, Obrero, Davao City.

OLIVIA D. ESTREMOS
BAC Secretariat Head

[Signature]

CERTIFIED TRUE COPY
BIDS AND AWARDS COMMITTEE (BAC)

WE BUILD DREAMS WITHOUT LIMITS

Address: University of Southeastern Philippines
Ifigo St., Bo. Obrero, Davao City
Philippines 8000

Telephone: (082) 227-8192 local 309
Website: www.usep.edu.ph
E-mail: bac@usep.edu.ph

