



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS  
 3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



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**PURCHASE ORDER**

Supplier : **ASE I.T. HUBLINX INC.**  
 Address : **Unit 501 Vicar's Bldg., Visayas Avenue.,  
 Cor. Road 1 Vasra Quezon City**

P.O. No. : **22 - 0048**  
 Date : **03 MAR 2023**  
 PR Date : **24-Oct-22**

TIN : **007-939-908-000**

Mode of Procurement : Negotiated Procurement - Small Value Procurement

Name of Project :

**SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTER**

PMO copy

Place of Delivery : **3rd Floor BDO Towers Paseo (formerly Citibank Center), 8741 Paseo De Roxas, Makati City**

Delivery Period : **Ninety (90) Calendar Days from the receipt of Purchase Order**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Units	<p><b>SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTER</b></p> <p>Note: The winning bidder shall be subjected to the evaluation by the end-user after the implementation of the project.</p> <p>(please see attached Technical Specification and Requirements)</p> <p>***Nothing Follows***</p> <p>Requesting Division: _____</p> <p>_____</p> <p><b>ATTY. REMUS ROMANO A. REYES</b>  <i>Head Executive Assistant, OCP</i></p>	3		₱75,000.00

GOVERNANCE COMMISSION FOR GOCCs  
 ALLOTTED

R.A. No. 11639

Fund Available (P) 100010001

Function Project SD6040003 - CO-ICT Equipment

*[Signature]*

(Total Amount in Words) **Seventy-Five Thousand pesos only.**

**₱75,000.00**

Purpose : For printing confidential documents of the Commissioners and the Chairperson.

\*\*\* This Purchase Order is subject to the terms and conditions stated at the back of this document\*\*\*

Conforme:

*[Signature]*  
**MS. MARY ROSE ASIS**  
 Signature over Printed Name of Supplier  
3/6/2023  
 Date

Very truly yours,

*[Signature]*  
**Justice ALEX L. QUIROZ (ret.)**  
 Chairperson and Head of the Procuring Entity  
**MAR 02 2023**  
*[Signature]*

Fund Cluster : 01  
 Funds Available : ₱ 75,000  
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**RAUL T. ABAD**  
 Chief Accountant

ORS No. : 02-102101-2023-02-0093  
 Date of the ORS : 20 Feb. 2023  
 Amount : ₱ 75,000

**TERMS AND CONDITION**

1. **PRICES.** All prices quoted herein are valid, binding and effective at least ninety (90) calendar days from date of quotation/ notice of award. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

2. **NOTICE.** Awardee/ Supplier shall pick up purchase order (s) issued on his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Awardee/ Supplier. Thereafter, if the purchase orders (s) remain unclaimed, the said purchase order (s) shall be sent by the messengerial service to the Awardee/ Supplier at the latter's expense. To avoid delay in the delivery of the requesting office's requirements, all Suppliers shall be precluded from proposing or submitting a substitute sample.

3. **DELIVERY.** Awardee/ Supplier 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. Failure by the Supplier to comply with the same shall be ground for cancellation of the award and purchase order without prejudice to the imposition of administrative sanctions provided by the internal rules of the procuring Entity and/ or other applicable laws.

The Procuring Entity (GOVERNANCE COMMISSION FOR GOCCs) reserves the right to accept or reject delivered articles if found not conforming to specifications, terms and conditions stipulated.

4. **PLACE OF DELIVERY.** Awardee/ Supplier shall deliver the items to the Procuring Entity and its Property Officer for inspection and acceptance.

5. **LIQUIDATED DAMAGES.** When the Supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Awardee/ supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by the way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.

Rejected deliveries shall be construed as non-delivery of product (s)/ item (s) and shall be subject to liquidated damages, subject to the terms and conditions prescribed hereof.

6. **WARRANTY.** For the procurement of goods, in order to assure that manufacturing defects shall be corrected by the Awardee/ Supplier, a warranty security shall be required from the Awardee/ Supplier for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non- expendable supplies, after acceptance by the procuring entity of the delivered supplies. Any defective items (s)/ product (s) that may be discovered by the Procuring entity within the warranty period shall be replaced by the Award/ Supplier within seven (7) calendar days upon receipt of a written notice to that effect.

7. **PAYMENT.** Payment shall be made upon submission of the proof of Acceptance and Inspection report issued by the Procuring entity. All transactions are subject to applicable withholding taxes in accordance with existing BIR Rules and Regulations.

8. **OTHER TERMS AND CONDITIONS.** The Procuring Entity may include other terms and conditions depending on the need and nature of the items subject to the purchase order/ contract.

9. **Provisions contained in Title VI of the Civil code of the Philippines on Sales and in Republic Act 9184 and its Revised implementing Rules and Regulations are hereby incorporated and made as an integral part hereof.**

10. **This serves as your Notice to Proceed.**

Full Name and Signature of Authorized Representative  
Date Signed

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## **TECHNICAL SPECIFICATION AND REQUIREMENTS**

### **SUPPLY AND DELIVERY OF THREE (3) UNITS OF COLORED PRINTER**

#### **1. COLORED PRINTER REQUIREMENTS**

- 1.1 Must have multi-functional colored printer with print, copy, scan, and fax.
- 1.2 Must have at least 19 page per minute (ppm) for black print and least 4 ppm speed for color print.
- 1.3 Must have at least 19 page per minute (ppm) for black copy and least 4 ppm speed for color copy.
- 1.4 Must have at least 600 x 600 dots per inch (dpi) print resolution for black and color.
- 1.5 Must have at least 600 x 600 dpi text and graphics for black and color.
- 1.6 Must have a print technology of laser printing.
- 1.7 Must have and support the following printer software features: manual duplex, booklet print, N-up printing, skip blank pages, poster print and watermarks.
- 1.8 Must have a scan technology of Flatbed and Automatic Document Feeder (ADF) / Contact Image Sensor (CIS).
- 1.9 Must have an ADF capacity up to 40 sheets.
- 1.10 Must have at least a screen resolution of 4,800 x 4,800 dpi for hardware and 600 x 600 dpi for optical.
- 1.11 Must have and support the following scan file format: Portable Document Format (PDF), Joint Photographic Experts Group (JPG), and Tag Image File Format (TIFF).
- 1.12 Must front-panel display for scan, copy, and multifunction peripheral.
- 1.13 Must have and support the following scanner features: scan to Web Services for Devices (WSD), book scanning, poster stitching for multiple scan and text conversion.
- 1.14 Must support at least 999 pages for copying a huge number of documents.
- 1.15 Must have a duty cycle of up to 20,000 pages for A4 size and Letter size monthly.
- 1.16 Must have and support the following size: A4, A5, A6, B5, Officio 216 x 340, and Folio.
- 1.17 Must have and support the following media type: Plain, Light, Heavy, Extra Heavy, Colored, Preprinted, Recycle, Labels, Bond, and Glossy.
- 1.18 Must have a standard connectivity of Hi-speed USB 2.0 port, Fast Ethernet 10/100 Base-Tx network port, and wireless that supports 2.4 GHz band Wi-Fi.
- 1.19 Must support the following operating systems: Windows 10 and MacOS.
- 1.20 Must have one (1) year warranty for each printer unit.

#### **2. DELIVERY PERIOD**

- 2.1 The delivery of goods must be completed within 90 calendar days from the receipt of Purchase Order.
- 2.2 The winning bidder shall be subjected to the evaluation by the end-user after the completion of the project.