

WORK ORDER

OFFICE OF CIVIL DEFENSE

Agency / Procuring Entity

| | | | |
|------------------|--|-----------------------|-------------------------------------|
| Supplier : | MARGA ENTERPRISES Blk. 9 Lot 26B Daffodil St. Lores Executive Village, Dalig, Antipolo City | W.O. No. : | IPD-WO-0519-042 |
| E-mail Address : | Rizal drl.margaenterprises@gmail.com | Date : | 31 May 2019 |
| Telephone No. : | (02) 211 0818 / 656-2491 | Mode of Procurement : | Sec. 53.9 (Small Value Procurement) |
| TIN : | 168-950-239-000 | | |

Gentlemen:

Please provide this office the following services subject to the terms and conditions contained herein:

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| Location of Service: Old NDRRMOC Bldg., Office of Civil Defense, Camp Gen. Emilio Aguinaldo, Quezon City | Delivery Term: Within TWENTY (20) calendar days from receipt of Work Order |
| | Payment Term: 30 Working Days after delivery |

| LOT NO. | UNIT | ITEM/DESCRIPTION | QTY | UNIT COST | AMOUNT |
|-------------------|------|--|-----|-------------|-------------|
| 1 | | Provision for Lease of Photocopier Machine for Seven (7) Months Specifications: <ul style="list-style-type: none"> a. Black and White Copies b. 12,000 print or copies per month c. Machine features: 25 cpm, reducer, enlarger, copy, print, and scan d. Can connect to multiple computers e. Minimum of 25 copies per minute speed f. 600 x 600 dpi copy resolution g. A3 maximum paper size h. Approximate 0.25 seconds warm-up time i. 25% to 400% zoom magnification j. 128 MB / 40 GB HDD memory k. Touch screen control panel | 1 | P 48,720.00 | P 48,720.00 |
| 2 | | Inclusions: <ul style="list-style-type: none"> - Copier Machine - Supply of toner and spare parts - Cleaning - Repair - Labor charge **Send Bill Policy | | | |
| TOTAL COST | | | | | P 48,720.00 |

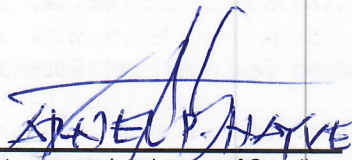
(Total Amount in Words):

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

Very truly yours,

USEC RICARDO B. JALAD
Administrator

Conforme:


 Signature over printed name of Supplier
MAY 16, 2019
 Date

| | |
|---|---|
| Funds Available: LALAIN B. NECESSARIO Chief, Accounting Section | OBR No. : <u>02-10101-2019-05-0291</u> Amount : <u>Php 48,720.00</u> |
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