

Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
**PHILIPPINE FIBER INDUSTRY DEVELOPMENT AUTHORITY**  
3rd Floor DA-PCAF Bldg., Department of Agriculture  
Elliptical Road, Diliman, Quezon City  
Telefax No. 8721-9813

JOB ORDER No.: 020-2023

DATE: May 2, 2023

**OTUS COPY SYSTEMS, INC**

10/F MG Tower, 75 Shaw Blvd., Mandaluyong City  
Contact Nos.: 8631-9454

Sir/Madam:

Please cause the supply and delivery within one (1) year upon receipt of the Order.

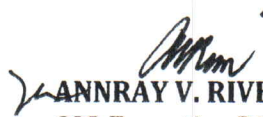
Description of Job Desired	PRICE (PhP)	
	Unit	Total
<b>1 Lot</b> <b>Rental / Lease of Black and White Multi-Function Copier</b> <b>3 units</b> <b>Specifications:</b> <ol style="list-style-type: none"> <li>1. Unlimited Service Call</li> <li>2. Free Spare Parts Replacement</li> <li>3. Worry-Free (maintenance for the duration of the contract)</li> <li>4. Free machine consumables such as toner, drum, developer, (except paper)</li> <li>5. Free monthly preventive maintenance</li> <li>6. With 1% spoilage allowance</li> <li>7. Inclusive of 20,000 pages</li> </ol> <b>P6,000.00/mo. X 12 months = P72,000.00</b> <b>P72,000.00 X 3 units = P216,000.00</b>	1 Lot	132,000.00
<b>TOTAL</b>		<b>132,000.00</b>

Kindly submit your Bill/Invoice to this Office in six (6) copies for payment together with the Original Job Order, replaced worn-out parts if any.

Penalty for late delivery will be imposed at 0.1% per day.

Very truly yours,

  
**HONESTO C. TABUZO, JR.**  
Chief Accountant

  
**ANNRAY V. RIVERA**  
OIC-Executive Director III/HOPE


**FUNDS AVAILABLE: ₱ 132,000.00**

NOTE: For use in: **AFMD**

OBLIGATION NO.: 23-05-714

ORIGINAL RECEIVED BY:

PR No.: 23-04-279

  
**CLAIRE B. JOSEPH**  
**OTUS COPY SYSTEMS, INC.**  
Dealer

Date: MAY 8, 2023