

**PURCHASE ORDER
BICOL UNIVERSITY**

OFFICE OF THE AUDITOR
BICOL UNIVERSITY
LEGAZPI CITY
RECEIVED
11/6/25

Supplier :	PHILCOPY CORPORATION	L.O. No. :	GDS-2025-495
Address :	GF Coastway Building, F. Imperial St., Ext., Cabangan West, Legazpi City	Date:	December 19, 2025
TIN:	000-169-318-00000	Mode of Procurement: Negotiated Procurement under Small Value Procurement (Section 53.9)	

Gentlemen:

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

Place of Delivery : BU-GASS Supply Office	Delivery Term : Thirty (30) cd after receipt of Notice to Proceed
Date of Delivery :	Payment Term : as billed

Item No.	Unit	Description	Quantity	U/Price	Total
Lot 1	unit	<p>Heavy Duty Digital Copier (Copier, Printer, Scanner)- KYOCERA TASKALFA 5004i</p> <p>Description/Specification: *Copy and print speed of 50 ppm in A4, High Volume Digital Copier, 10.1 inch Capacitance Touch Panel *Print resolution 4,800 dpi equivalent x 1,200 dpi, Original Size and Copy Size is from A6R up to SRA3 *Print Size is from A6R up to SRA3 plus banner size *Scan speed of 274 images per minute on monochrome and color with built-in dual scan single pass document processor, using two sided originals. *Monthly duty cycle 200,000 pages maximum per month and recommended monthly volume 30,000-50,000 copies per month *Compatible with Windows, Macintosh, Linux, Unix, IOS, Android *Built-in Gigabit-Network, USB 3.0, four USB 2.0 Host Connection, and NFC Tag *Built-in Network Printer at 50 prints per minute, Mobile Printing Support Applications for IOS and Android, Airprint, Mopria, NFC, Direct Wi-Fi, Google Cloud Print *Built-in 320 sheets One-path Duplex Scanning Document Processor and Duplex Unit for back to back copying, printing and scanning *Built-in 2 x 500 sheets paper cassette and 150 sheets multi-purpose tray equivalent to 1,150 sheets upgradable to 7,150 sheets *Built-in 4GB RAM+64GB SSD (Standard/320GB HDD or 1TB optional for document storage *Scan to SMB (Version 3.0) SMTP/FTP/USB Host Box, Network TWAIN Scan and WSD Scan *Maintenance Kit/Photodrum guaranteed copylife is 600,000 copies before replacement *With Toner Capacity is up to 40,000 copies at 6% density A4 size included in the machine *Two years or 600,000 copies whichever comes first parts warranty *With Pedestal Table for mobility *Lifetime service free, with preventive maintenance service *With branch and service center in Legazpi City</p>	1	452,779.00	PHP 452,779.00

Lot 2	Unit	<p>Monochrome Digital Copier (Copier/Printer/Scanner) -KYOCERA TASKALFA-MZ3200i</p> <p>Description/Specification: *32/17 copies per minute A4/A3, 10.1-inch Color Touch Panel, Heavy Duty Digital Copier, Paper handling A3/A4/A5/Ledger/Letter/Legal/Folio *Built-in Network and Mobile Printer @32 prints per minute with print resolution of 1,200 x 1,200 dpi. Direct Printing from memory flash drive (supports PDF files only) *Built-in Network Colored Scanner @200 scans per minute in monochrome and colour *Standard Interface USB 3.0 (Super-Speed USB), 4 x USB host Interface, Gigabit Ethernet (10BaseT/100BaseTX/1000BaseT, IPv6, IPv4 IPSec, 802.3az support) *Maximum Duty Cycle of 150,000 pages/month *Built-In 140 sheets Auto Reversing Document Processor and Duplex Unit for double sided copying printing and scanning, Built-in 50 sheets Job Separator *Built-in 2 x 500 sheets paper cassette and 100 sheets multi-purpose tray equivalent to 1,100 sheets upgradeable 4,100 sheets *Built-in 4GB RAM, 32GB SSD, 320GB for document storage upgradeable with optional 1 TB Hard Disk Drive *Scan to email, Scan-to-FTP, Scan-to-SMB 3.0, Scan to USB host, Scan-to-box, Network TWAIN, WSD scan *Photodrum/Maintenance Kit Guaranteed copylife is 600,000 copies before replacement. *With toner included in the machine at 20,000 copies *Includes pedestal table for mobility *Two years or 600,000 copies parts warranty which ever comes first *Lifetime Service Fee *With branch and service center in Legazpi City</p>	2	227,160.00	454,320.00
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NINE HUNDRED SEVEN THOUSAND NINETY-NINE AND 00/100 PESOS ONLY PHP 907,099.00

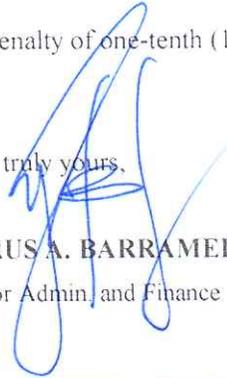
*** PURCHASE OF HEAVY -DUTY DIGITAL COPIER AND MONOCHROME DIGITAL COPIER (COPIER/PRINTER/SCANNER) ***

Details related to implementation shall be communicated with Ms. Karen I. Caballero, end-user.

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.


ALEXANDER GALICIA
Signature over printed name
12/27/2025
Date

Very truly yours,


CYRUS A. BARRAMEDA
VP for Admin. and Finance

Fund Cluster : 701
Funds Available : 907,099.00


KAREN I. CABALLERO
Designated Budget Officer

ORS/BURS No. : 06-10161-2025-12-06
Date of the ORS/BURS : 12/22/25
Amount : 907,099.00