



Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

PURCHASE ORDER

Supplier:	PHILIPPINE DUPLICATORS INC.	P.O No.:	2025-08-GAA-256
Address:	Paranaque City	Date:	AUG 07 2025
Tin:		Mode of Procurement:	SVP
		PR No.:	2025-06-993

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

Place of Delivery: BSU SPMO			Delivery Term: FOB DESTINATION				
Date of Delivery: WITHIN 30 CALENDAR DAYS UPON RECEIPT OF NTP			Payment Term: within 30 days after complete delivery				
Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
3		unit	RICOH Gestetner IMC2510 Copier (Color Multifunction Printer) with LAN + wireless LAN capability, ARDF functions warm-up time: 24 seconds, first copy speed: B/W 5.1 seconds, first copy speed: full color 7.4 seconds, continuous output speed: 25 ppm, memory: standard 6 GB, memory: maximum 6 GB, SDD: standard 256 GB, SDD: optional 1 TB, ARDF capacity: 100 sheets, weight: 89.7 kg, dimensions: 587 D x 701 D x 913 H mm, power source: 220-240 V, 50/60 Hz; COPIER : multiple copying up to 999 copies, resolution: 600 dpi, zoom: from 25% to 400% in 1% steps; PRINTER : print resolution: 4,800 x 1,200 dpi; SCANNER : scanning speed: ARDF 80 ipm (200/300 dpi), resolution: maximum 1,200 dpi; PAPER HANDLING : paper size: standard paper tray (s): SRA3, A3, A4, A5, A6, B4, B5, B6, envelopes; original paper tray (s): SRA3, A3, A4, A5, A6, B4, B5, B6, envelopes; bypass tray: SRA3, A3, A4, A5, A6, B4, B5, B6, envelopes, paper input: 1,200 sheets, paper input: maximum 2,300 sheets, paper output: standard 500 sheets, paper output: maximum 1,625 sheets, Software 1 year RSL+, 1 pc 3KV AVR, free of charge: 1 pc-steel cabinet, 1 pc-LAN cable, 1 set toner (CMYK)	1	236,925.00	236,925.00	CNAS

TOTAL AMOUNT:		236,925.00
(Total Amount in Words)		TWO HUNDRED THIRTY-SIX THOUSAND NINE HUNDRED TWENTY-FIVE PESOS ONLY.

In case of failure to make the full delivery within 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:

Very Truly Yours:

MICHAEL C. BARZON
Signature over Printed Name of Supplier
Aug. 18, 2025
Date

KENNETH ALIP LARUAN
University President

Fund Cluster:	ORS/BURS No.:	2025-08-056
Funds Available:	Date of the ORS/BURS:	AUG 11 2025
	Amount:	236,925
 IMELDA B. GALINATO Accountant IV		