



Republic of the Philippines  
**BENGUET STATE UNIVERSITY**  
La Trinidad, Benguet

## PURCHASE ORDER

|           |                                         |                      |                   |
|-----------|-----------------------------------------|----------------------|-------------------|
| Supplier: | <b>XWORKS SALES &amp; SERVICES INC.</b> | P.O No.:             | 2025-08-LAA - 257 |
| Address:  | Session Road, Baguio City               | Date:                | AUG 08 2025       |
| Tin:      |                                         | Mode of Procurement: | SVP               |
|           |                                         | PR No.:              | 2025-06-995       |

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

| Place of Delivery: <b>BSU SPMO</b>                                   |                    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Delivery Term: <b>FOB DESTINATION</b>                       |            |            |          |
|----------------------------------------------------------------------|--------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------|------------|----------|
| Date of Delivery: <b>WITHIN 30 CALENDAR DAYS UPON RECEIPT OF NTP</b> |                    |      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | Payment Term: <b>within 30 days after complete delivery</b> |            |            |          |
| Item no.                                                             | Stock/Property No. | Unit | ITEM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Quantity                                                    | Unit Cost  | Amount     | END-USER |
| 4                                                                    |                    | unit | <b>COPIER (Epson Work Force Pro WF-C878R) with 3 x Paper Cassettes &amp; Printer Stand Weight</b><br>-Printing Method PrecisionCore™ Print Head<br>-Nozzle Configuration 800 nozzles each colour (Black, Cyan, Magenta, Yellow)<br>-Print Direction Bi-directional printing, Uni-directional printing<br>-Maximum Resolution 4,800 x 1,200 dpi (with Variable-Sized Droplet Technology)<br>-Minimum Ink Droplet Volume 4.6 pl<br>Print Speed*1<br>Max Draft Text - Memo (A4- Approx. 35 ppm / 35 ppm (Black#1 / Colour#2)<br>Approx. 35 ppm / 35 ppm (Black#1 / Colour#2)<br>ISO 24734, A4, Simplex Approx. 25 ipm / 24 ipm (Black / Colour) Approx. 26 ipm / 25 ipm (Black / Colour)<br>ISO 24734, A4, Duplex Approx. 17 ipm / 16 ipm (Black / Colour) Approx. 18 ipm / 17 ipm (Black / Colour)<br>ISO 24734.2, A3, Simplex Approx. 13 ipm / 13 ipm (Black / Colour) Approx. 13 ipm / 13 ipm (Black / Colour)<br>ISO 24734.2, A3, Duplex Approx. 11 ipm / 11 ipm (Black / Colour) Approx. 11 ipm / 11 ipm (Black / Colour) | 1                                                           | 248,950.00 | 248,950.00 | HRDO     |
|                                                                      |                    |      | First Page Out Time Approx. 5.5 sec (Black / Colour)<br>Printer Language ESC/P-R<br>Printer Control Language Emulations PCL5 / PCL6 / PostScript3 / PDF (ver1.7)<br>Memory 3,072 MB 4,224 MB<br>Maximum Monthly Duty Cycle 75,000 pages per month<br>Recommended Monthly Print Volume 2,000 - 10,000 pages per month<br>HDD Capacity -320GB<br>Automatic 2-sided printing Yes<br>Copying<br>Copy Speed- ISO 29183, A4, Simplex (Flatbed) Approx. 23 ipm / 22 ipm (Black / Colour) Approx. 24 ipm / 23 ipm (Black / Colour)<br>ISO 24735, A4, Simplex (ADF) Approx. 21 ipm / 21 ipm (Black / Colour)<br>ISO 24735, A4, Duplex (ADF) Approx. 15 ipm / 15 ipm (Black / Colour)<br>Maximum Copies from Standalone 999 copies<br>Maximum Copy Resolution 600 x 600 dpi<br>Reduction / Enlargement 25 - 400%, Auto Fit Function<br>Copy Paper Size (Flatbed) A3, B4, Legal, Indian-Legal, 8.5x13in,                                                                                                                               |                                                             |            |            |          |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
|                                                                                                                                                                                           |  |                                                                                                                                                             | Letter, A4, B5, A5, B6, A6, 16K, 8K, 13x18cm, HV 16:9 Wide, 10x15cm, #10, DL, C4, C6<br>Maximum Copy Size A3<br>Scanning<br>Scanner Type Flatbed colour image scanner<br>Sensor Type Mono CIS Colour CIS<br>Optical Resolution 1,200 x 2,400 dpi 600 x 600 dpi<br>Maximum Scan Area 297.18 x 431.8 mm (11.7 x 17")<br>Scanner Bit Depth<br>Colour 30-bit input, 24-bit output<br>Grayscale 10-bit input, 8-bit output<br>Black & White 10-bit input, 1-bit output<br>Scan Features Scan to Memory Device, Scan to Network Folder/FTP, Scan to Email, Scan to Computer (Document Capture Pro), Scan to Computer (WSD)<br>Scan Speed (A4 Landscape, Flatbed / ADF Simplex / ADF Duplex)                                                                                                                                                                                                  |                                                                                                                                                                    |  |
|                                                                                                                                                                                           |  |                                                                                                                                                             | 200 dpi Monochrome 4.0 sec / 25 ppm / 45 ipm 3.7 sec / 50 ppm / 100 ipm<br>Colour 5.0 sec / 25 ppm / 45 ipm 3.7 sec / 50 ppm / 100 ipm<br>ADF Function<br>Support Paper Thickness 52-128 g/m2 38 - 128 g/m2<br>Paper Capacity 50 sheets (80 g/m2) 150 sheets (80 g/m2)<br>Automatic 2-sided Scan / Copy Yes<br>Fax Function<br>Type of FAX Walk-up black-and-white and colour fax capability<br>Receive Memory / Page Memory 6 MB. Page memory up to 550 pages (ITU-T No.1 chart)<br>Error Correction Mode ITU-T T.30<br>FAX speed (data transfer rate) Up to 33.6kbps, Approx. 3sec/page<br>FAX Resolution<br>Black & White Standard: 8pels/mm x 3.85lines/mm, Fine: 8pels/mm x 7.7lines/mm,<br>Super Fine: 8pels/mm x 15.4lines/mm, Ultra Fine: 16pels/mm x 15.4lines/mm<br>Colour Fine: 200 x 200 dpi, Photo: 200 x 200 dpi<br>Transmission Paper Size: Flatbed/ADF A5 to A3/Ledger |                                                                                                                                                                    |  |
| <b>TOTAL AMOUNT:</b>                                                                                                                                                                      |  |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>248,950.00</b>                                                                                                                                                  |  |
| (Total Amount in Words)                                                                                                                                                                   |  |                                                                                                                                                             | TWO HUNDRED FORTY-EIGHT THOUSAND NINE HUNDRED FIFTY 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:                                                                                                                                                                                 |  | <br>Signature over Printed Name of Supplier<br><u>8/15/2025</u><br>Date |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Very Truly Yours:<br><br><br><b>KENNETH ALIP LARUAN</b><br>Univafisty President |  |
| Fund Cluster:                                                                                                                                                                             |  |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | ORS/BURS No.: <u>2025-08-033</u>                                                                                                                                   |  |
| Funds Available:                                                                                                                                                                          |  |                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Date of the ORS/BURS: <u>AUG 11 2025</u><br>Amount: <u>248,950</u>                                                                                                 |  |
|                                                                                                                                                                                           |  | <b>IMEIDA B. GALINATO</b><br>Accountant IV                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                    |  |