



Republic of the Philippines
Benguet State University
La Trinidad, Benguet

PURCHASE ORDER

Supplier:		COPYLANDIA OFFICE SYSTEMS CORPORATION		P.O No.:		2025 - 09- 161- 343	
Address:		G/F 22 and LGS 08 Mega Tower Residences 1 Sandico Cor. Tacson St. Salud Mitra, Baguio City		Date:		SEP 04 2025	
Tin:				Mode of Procurement:		PUBLIC BIDDING (IB No. 2025-24)	
Gentlemen:				PR No.:		2025-05-797	
Please furnish this Office the following articles subject to the terms and conditions contained herein:							
Place of Delivery: BSU SPMO				Delivery Term:			
Date of Delivery: WITHIN 30 CALENDAR DAYS UPON RECEIPT OF NTP				Payment Term:			
				FOB DESTINATION			
				within 30 days after complete delivery			
Item no.	Stock/Property No.	Unit	ITEM	Quantity	Unit Cost	Amount	END-USER
2		unit	Photocopiers (ineo + 226i)SYSTEM SPECIFICATIONS: panel size/ resolution: 7" / 800 x 480; system memory: 8 GB; system storage (standard/optional): 8 GB microSD / 256 GB SSD; interface: 10/100/1,000-Base ethernet; USB 2.0; Wi-fi 802.11b/g/n (optional); network protocols: TCP/IP (IPv4/IPv6); SMB: LPD; IPP; SNMP; HTTP (S); Bonjour; Automatic document feeder (optional): up to 130 originals; A5-A3: 35-128 g/m ² ; DF-633 RADF; Paper input capacity (standard/max): 1, 100 sheets / 3,600 sheets; Paper tray input: 1x 500 sheets: A5-A3; custom sizes: 60-256 g/m ² , 1x 500 sheets: A6-A3; custom sizes: 60-256 g/m ² ; Paper tray input (optional): PC-118 1x 500 sheets: A5-A3; 60-256 g/m ² , PC-218 1x 2,500 sheets: A4; 60-256 g/m ² ; PC-418 1x 500 sheets: A5-A3; 60-256 g/m ² ; Manual bypass: 100 sheets; A6-A3; custom sizes; Banner: 60-256 g/m ² ; Automatic duplexing: A5-A#; 60-256 g/m ² ; output capacity: max. 250 sheets; Power consumption: 220-240V / 50 / 60 Hz; Less than 1.58kW; System dimension (W X D X H): 571 x 661.5 x 786mm (without options); System weight: Approx. 70 kg (without options)	1	165,000.00	165,000.00	NSTP
			COPIER SPECIFICATIONS: Imaging technology: laser; Copy/Print speed A4 (mono/colour): Simplex up to 22/22 ppm, duplex up to 22/22 ppm; Auto duplex speed A4 (mono/colour): up to 22/22 ppm; 1st copy out time A4 (mono/colour): 6.8 sec / 8.4 sec; Warm-up time (mono/colour): less than 20 sec; Copy resolution: 600 x 600 dpi; Gradation: 256 gradations; Multicopy: 1-9,999; Original format: A5-A3, custom sizes; Magnification: 25-400% in 0.1% steps, auto-zooming				

			PRINTER SPECIFICATIONS: Print resolution: 1,800 (equivalent) x 600dpi; Print speed A4 (mono/colour): up to 22/22ppm; Page description language: PCL 6 (XL3.0); PCL 5c; PostScript 3 (CPSI 3016); XPS; Operating System: windows 7 (32/64); windows 8.1 (32/64); Windows 10 (32/64); Windows Server 2008 R2; Windows Server 2012; Window Server 2012 R2; Window Server 2016; Windows Server 2019; Macintosh OS X 10.10 or later; Unix; Linux; Citrix; Printer Fronts: 80 PCL Latin; 137PostScript 3 Emulation Latin; Mobile Printing: AirPrint (iOS) : Morpia (Android); ineoPRINT (iOS/Android/Windows 10 mobile); Authentication and Pairing (iOS/Android) WiFi Direct			
			SCANNER SPECIFICATIONS: scan speed (mono/colour): DF-633 600dpi simplex 30/30 ipm, duplex 14/14ipm 300 dpi simplex 55/55ipm, duplex 20/20ipm; Scan modes: scan to email (scan-to-me); Scan-to-SMB (Scan-to-Home); Scan-to-FTP; Scan-to-Box; Scan-to-USB; Scan-to-WebDAV; Scan-to-URL; TWAIN scan; File formats: JPEG; TIFF; PDF; Compact PDF; Encrypted PDF; XPS; Compact XPS; PPTX; Scan Destinations: 2,000 + 100 (single + group); LDAP support			
			USER BOX SPECIFICATIONS: Storable documents: 200 pages; storable documents: up to 3,000 documents or 10,000 pages; Type of user boxes: public; personal (with password or authentication), Group (with authentication)			

		SYSTEM FEATURES: Security functions (Optional): IP filtering and port blocking; SSL2, SSL3 and TLS1.0/1.1/1.2 network communication, IPsec support, IEEE 802.1x support, user authentication, authentication log, secure print, kerberos, hard disk overwrite (8 standard types); hard disk data encryption (AES 256), memory data auto deletion; printuser data encryption; Security functions (optional): antivirus realtime scanning (Bitdefender); Accounting: up to 1,000 user accounts; active directory support (username + password + e-mail + SMB folder), user function access definition; accounting functions (optional): biometric authentication (finger vein scanner), ID card authentication (ID card reader), authentication by mobile device (Android/iOS); software: driver packaging utility; log management utility - Accessories: 3 tray modules, with Lifetime free service machine maintenance, warranty and software included with ONE (1) set of toners/inks, and 3KVA AVR				
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TOTAL AMOUNT:

(Total Amount in Words) One Hundred Sixty-five Thousand Pesos Only

165,000 ₱

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:


LAURENTE MUNOZ
 Signature over Printed Name of Supplier
SEPT. 9, 2026
 Date


KENNETH ALIP LARUAN
 University President

Fund Cluster: _____

ORS/BURS No.: 2026-09-1224

Funds Available: _____

Date of the ORS/BURS: SEP 05 2025

Amount: ₱ 165,000.00

IMELDA B. GALINATO
 Accountant IV

05206441