



Republic of the Philippines
BENGUET STATE UNIVERSITY
La Trinidad, Benguet

PURCHASE ORDER

Supplier: COPYLANDIA SALES CORPORATION		P.O No.: 2026-07-16F-256					
Address: Mega Tower Residences 1, Sandico Cor. Tecson St. Salud Milra Baguio City		Date: 7/6					
Tin:		Made of Procurement: SVP					
Gentlemen:		PR No.: 2026-02-IGF-344					
Please furnish this Office the following articles subject to the terms and conditions contained herein:							
Place of Delivery: BSU SPIMO		Delivery Term: FOB DESTINATION					
Date of Delivery: WITHIN 15 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
1		unit	Digital Duplicator (Riso CV 3230) - Master-making/Printing Methods: High-speed digital master-making/fully automatic printing Original Type: sheet Original Size (min./max.): 90 mm x 140 mm to 310 mm x 435 mm (3 17/32" x 5 1/2" to 12 7/32" x 17 1/8") Original Paper Weight: 50 gsm to 107 gsm (13-lb bond to 29-lb bond) Original Paper Capacity: Approx. 10 sheets (64 gsm to 80 gsm (17-lb bond to 21-lb bond)/Maximum height 1 mm (3/64") Scanning Area (max.): 297 mm x 435 mm (11 11/16" x 17 1/8") Printing Paper Size (min./max.): Minimum size: 100 mm x 148 mm (3 15/16" x 5 13/16") Maximum size: 297 mm x 420 mm (11 11/16" x 16 17/32") Paper Supply Capacity: Approx. 1000 sheets (64 gsm to 80 gsm (17-lb bond to 21-lb bond)/Maximum height: 110 mm (4 11/32") Paper Receiving Capacity: Approx. 800 sheets (64 gsm to 80 gsm (17-lb bond to 21-lb bond)/Maximum height: 90 mm (3 17/32") Printing Paper Weight: 50 gsm to 157 gsm (13-lb bond to 42-lb bond) Image Processing Mode: Line, Photo, Duo, Pencil Scanning Resolution: 300 dpi x 600 dpi Printing Image Resolution: 300 dpi x 600 dpi (600 dpi x 600 dpi: Perforation density on the master) Master-making Time: Approx. 35 seconds or less (for B4 originals/short edge feed/100% reproduction ratio) Printing Area (max.): In units of mm: 251 mm x 357 mm (9 7/8" x 14 1/16") In units of inches (when printing on legal size paper): 210 mm x 349 mm (8 9/32" x 13 3/4") Print Reproduction Ratio: In units of mm (100% reproduction ratio) Standard reproduction ratio (enlargement): 141%, 122%, 116% Standard reproduction ratio (reduction): 94%, 87%, 82%, 71% In units of inches (100% reproduction ratio) Standard reproduction ratio (enlargement): 154%, 129%, 121% Standard reproduction ratio (reduction): 94%, 78%, 65%, 61% Print Speed: 60 to 130 sheets per minute (five steps variable) Print Position Adjustment: Vertical: ±10 mm (±13/32") Horizontal: ±10 mm (±13/32")*1 Ink Supply: Fully automatic (800 ml per cartridge) Master Supply/Disposal: Fully automatic (200 sheets per roll) Master Disposal Capacity: Approx. 30 sheets User Interface: LCD panel Computer Connection: USB PC Interface Optional Accessories: Color Drum (Cylinder), Job Separator	1	189,000.00	189,000.00	NTSP

				Operating Noise: Max. 60 dB(A) (when printing 100 sheets per minute in the operator position) Power Source*2: AC 100-120 V/220-240 V, 50-60 Hz <2.0 A/1.0 A> Power Consumption: Max. 200 W At Ready: 15 W or less At Sleep: 10 W or less Functions: Image Processing Mode (Line/Photo/Duo), Pencil, Enlargement/Reduction, Scanning Level, 2up, Auto Process, Proof, Print Position, Speed, Program (A/B), Confidential, Custom Setting Mode, Direct Printing, USB Flash-via-Printing, Consumables Information, Energy Saving Mode (Auto Sleep/Auto Power-OFF), RiSO i Quality System Dimensions: When in use: 1280 mm (W) x 655 mm (D) x 515 mm (H) (50 13/32" (W) x 25 25/32" (D) x 20 9/32" (H)) When in storage: 665 mm (W) x 655 mm (D) x 505 mm (H) (26 3/16" (W) x 25 25/32" (D) x 19 7/8" (H)) Required Space: 1280 mm (W) x 1255 mm (D) x 845 mm (H) (50 13/32" (W) x 49 13/32" (D) x 33 9/32" (H)) Weight*3: Approx. 65 kg (144 lb) Safety Standards: IEC-60950-1 compliant, indoor, pollution degree 2*4, at altitudes of 2000 m or lower w/ table 3KVA AVR & initial ink & master		
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TOTAL AMOUNT:

(Total Amount in Words)

ONE HUNDRED EIGHTY-NINE THOUSAND PESOS ONLY.

189,000.00

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:


Laurente Muñoz

Signature over Printed Name of Supplier

July 15, 2026

Date

Very Truly Yours:


KENNETH ALIP LARUAN

University President

Fund Cluster:

Funds Available:

ORS/BURS No.:

Date of the ORS/BURS:

Amount:

IMELDA B. GALINATO

Accountant IV

PO-16F-296