



Republic of the Philippines  
Department of Agriculture  
**SUGAR REGULATORY ADMINISTRATION**  
Sugar Center Bldg., North Avenue, Diliman, Quezon City, Philippines 1101  
TIN 000-784-336

MEMO-BAC-2019-Jan.-03

**NOTICE TO PROCEED**

January 3, 2020

**MR. JOEY A. FRANCISCO**  
General Manager for North Manila Operations  
**OTUS COPY SYSTEMS, INC.**  
10<sup>th</sup> Floor MG Tower,  
No. 75 Shaw Blvd., Brgy. Daang-Bakal  
Mandaluyong City

Dear **Mr. Francisco**:

The attached Contract Agreement (**Purchase Order No. 19-12-521 dtd. December 6, 2019**) having been approved, notice is hereby given to **OTUS COPY SYSTEMS, INC.**, that work may commence on the **PROCUREMENT OF ONE (1) UNIT BRAND NEW HEAVY DUTY MULTI-FUNCTION PRINTER WITH DMS**, effective upon receipt of this notice.

Thus, you shall be responsible for performing the services under the terms and conditions of the Agreement and in accordance with the Implementation Schedule.

Please acknowledge receipt and acceptance of this notice by signing both copies in the space provided below. Keep one copy and return the other to the **Sugar Regulatory Administration**.

Very truly yours,

  
**HERMENEGILDO R. SERAFICA**  
Administrator

I acknowledged receipt of this Notice on JANUARY 07, 2020

Name of the Representative of the Bidder: JOEY A. FRANCISCO

Authorized Signature: 



Website: <http://www.sra.gov.ph> Email Address: [srahead@sra.gov.ph](mailto:srahead@sra.gov.ph)  
Tel. No.: (632)929-3633, (632)455-2135, (632)455-3376





# PURCHASE ORDER

Sugar Regulatory Administration  
 North Avenue, Diliman, Quezon City  
 Telefax No. (02) 8-929-61-36

To : OTUS COPY SYSTEMS, INC.  
 Address : No. 75 Shaw Blvd., Brgy. Daang-Bakal Mandaluyong City  
 TIN : \_\_\_\_\_

P.O. No.: 19-12-521  
 Date : December 06, 2019  
 Mode of Procurement:

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

Place of Delivery : \_\_\_\_\_ Delivery Term: within 30 calendar days  
 Date of Delivery : \_\_\_\_\_ Payment Term:

THIS ORDER IS SUBJECT TO THE CONDITIONS PRINTED AT THE BACK HEREOF.

Stock No.	Unit	Description	Qty.	Unit Cost	Total Cost
	unit	Brand New Heavy Duty Multi-Function Printer with DMS ***Brand/Model: Fuji Xerox DocuCentre-V C7785  Note: 1. With one (1) year warranty on parts and lifetime free labor service 2. After sales service is required where equipment is delivered 3. Equipment shall be delivered to SRA North Avenue Diliman Quezon City 4. All delivery cost shall be at the expense of the supplier 5. Free installation and configuration 6. Source code and documentation shall be provided by the supplier 7. Free monthly Preventive Maintenance	1	1,138,840.00	1,138,840.00
SUGAR REGULATORY ADMINISTRATION BUDGET & TREASURY DIVISION PROGRAM/PROJECT: <u>III-AFD-HPRS</u> FUND: <u>J4</u> AS PER BID OFFER ACCOUNT SYMBOL: <u>1060720</u> TOTAL AMOUNT <u>₱1,138,840.00</u> ALLOTMENT AVAILABLE: <u>Theresa C. Ricafort</u> <u>Budget Officer</u> 12/26					<u>1,138,840.00</u>

(Total Amount in Words) ONE MILLION ONE HUNDRED THIRTY EIGHT THOUSAND EIGHT HUNDRED FORTY PESOS

In case of failure to make delivery/services within the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

JOSEPHINO M. AGOSTO  
 (Authorized Official)  
 Administrative Services Department

Conforme: JOY A. FRANCISCO  
 (Signature over printed Name of Supplier)  
JKN-7, 2020  
 Date

Funds Available:  
ERLINDA J. ABACAN  
 Chief Accountant

BUR No. :  
 Amount : ₱1,138,840.00

DEC 18 2019

10-12

DEC 23 2019