



PURCHASE ORDER

Republic of the Philippines
Office of the President
PHILIPPINE SPORTS COMMISSION
Rizal Memorial Sports Complex
Pablo Ocampo Sr. Street, Malate, Manila



Supplier : <u>E-COPY CORPORATION</u>	P.O. No. : <u>2025-06-03-001 (ADMIN)</u>
Address : <u>G/F 65 Sen. Gil Puyat., Palanan 1235 Makati City</u>	Date : <u>June 3, 2025</u>
TIN : <u>219-274-001-00000</u>	Mode of Procurement : <u>Direct Contracting</u>
Tel. No. : <u>0917-6388336 / 0918-9059807</u>	
Fax : _____	

Gentlemen:

Please furnish this office the following article subject to the terms and conditions contained herein:

Place of Delivery : <u>RMSC</u>	Delivery Term : <u>10 Calendar days</u>
Date of Delivery : _____	Payment Term : <u>30 days</u>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount in Peso
1	pcs	Roller	2	741.00	1,482.00
2	pcs	Roller	2	741.00	1,482.00
3	pcs	Developer (CMY)	4	51,088.00	204,352.00
4	pcs	DV Blade Upper	4	324.00	1,296.00
5	pcs	Drum	8	6,489.00	51,912.00
6	pcs	RF Separate Roller	4	741.00	2,964.00
7	pcs	RF Separate Roller	2	741.00	1,482.00
8	pcs	Developer (Black)	5	2,442.00	12,210.00
9	pcs	DV Blade Lower	4	311.00	1,244.00
10	pcs	RF Separate Roller	2	741.00	1,482.00
11	pc	Primary Transfer Belt Unit	1	35,925.00	35,925.00
12	pc	Fusing Unit (230V)	1	46,871.00	46,871.00
13	pcs	MC Unit	8	3,904.00	31,232.00
14	pcs	Cleaning Blade	8	2,596.00	20,768.00
nothing follows					
For Sharp Printer MX-7500N at Public Communication Office					

(Total Amount in Words) Four Hundred Fourteen Thousand Seven Hundred Two Pesos Only 414,702.00

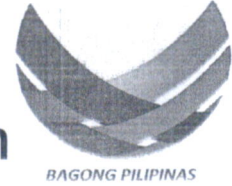
The supplier must sign the original purchase order by **48 hours**. Requests for extension must be made in writing before the deadline. A non-extendable period of 3 days may be granted at the discretion of the PSC. In case full delivery is not made on time, **a penalty of one-tenth 1/10 of one percent (1%) of the cost of the delayed goods scheduled for delivery for every day of delay until such goods are finally delivered and accepted.** The PSC has the right and full discretion to cancel this purchase order in case of delays in signing the same, delivery &/or compliance with other terms.

Conforme:	Approved by
<u>Mel Marvin S. Capundan</u>	<u>PAULO FRANCISCO C. TATAD</u>
Signature over Printed Name of Supplier	Executive Director
<u>June 9 2025</u>	
Date	

Funds Available:	BUR No. : <u>02-206453-2025-06-000018</u>
	Amount : <u>₱ 414,702.00</u>
<u>ATTY. ERIK JEAN A. MAYORES</u>	
Chief Accountant	



Republic of the Philippines
Office of the President
Philippine Sports Commission



NOTICE OF AWARD

June 2, 2025

MS. MYLENE C. CELLS
Operations Manager
E-Copy Corporation
G/F 65 Sen. Gil Puyat Avenue,
Palanan, Makati City

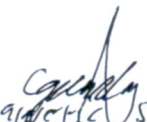
Dear Ms. Cells:

We are pleased to notify you that your quotation dated May 16, 2025 for the project: **"Supply and Delivery of Spare Parts for Repair of Sharp Printer MX-7500N of Public Communications Office"** for the Contract Price of **Four Hundred Fourteen Thousand Seven Hundred Two Pesos only (Php 414,702.00)** in Philippine Currency, as evaluated in accordance with the provision of R.A. 9184, is hereby accepted.

Very truly yours,


RICHARD E. BACHMANN
Chairman

Conforme:


for: **MS. MYLENE C. CELLS**
Operations Manager
E-Copy Corporation
G/F 65 Sen. Gil Puyat Avenue,
Palanan, Makati City

June 4 2025
Date



Republic of the Philippines
Office of the President
Philippine Sports Commission



NOTICE TO PROCEED

June 4, 2025

MS. MYLENE C. CELLS
Operations Manager
E-Copy Corporation
G/F 65 Sen. Gil Puyat Avenue,
Palanan, Makati City

Dear Ms. Cells:

Notice is hereby given to **E-Copy Corporation** that performance for the project "**Supply and Delivery of Spare Parts for Repair of Sharp Printer MX-7500N of Public Communications Office**" shall commence effective on the date after receipt of this notice.

As such, the **E-Copy Corporation** is responsible for performing the required services as stipulated under the terms and conditions of the attached Purchase Order and in accordance with the Implementation Schedule as noted.

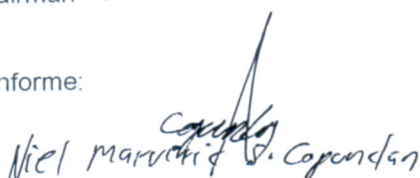
Please acknowledge receipt and acceptance of this notice by affixing your signature on the space provided below. Further, please be informed that as per COA Circular No. 2023-004 dated June 14, 2023, you are required to submit the following upon delivery and acceptance of the "**Supply and Delivery of Spare Parts for Repair of Sharp Printer MX-7500N of Public Communications Office**":

1. Letter of Request for Payment and
2. Posting / submission of Warranty Security in the form of cash or bank guarantee which is one percent (1%) of the total contract price and with a minimum holding period of three (3) months for expendable supplies and one (1) year for semi / non-expendable supplies

Very truly yours,


RICHARD E. BACHMANN
Chairman

Conforme:


MS. MYLENE C. CELLS
Operations Manager
E-Copy Corporation
G/F 65 Sen. Gil Puyat Avenue,
Palanan, Makati City

June 9 2025
Date