



Republic of the Philippines  
**APO PRODUCTION UNIT, INC.**  
 PIA Building, Visayas Avenue, Brgy. VASRA,  
 Quezon City, Metro Manila, Philippines 1128



1128  
 1128

**PURCHASE ORDER NO.: 004547**

**Date: JULY 4, 2023**

Supplier : **R4L ENTERPRISES**  
 Address : Unit 14, Jasmin St. Villa Severa Town, Home Ramirez Subd. Q.C  
 TIN : 203-552-325-000  
 Mode of Procurement: **NEGOTIATED PROCUREMENT UNDER SEC 53.9**

PR No. : 2023-6-000423  
 Date : JUNE 20, 2023  
 Job Order No. : \_\_\_\_\_

Gentlemen: Please furnish this Office the following articles, products, supplies/materials listed below, subject to the terms and conditions contained herein. **On or before the 30th day of the month or upon submission of billing documents and signed accomplishment report**

Place of Delivery: **APO QUEZON CITY**  
 Date of Delivery: 7 days from the receipt of notice to proceed

Payment Term: \_\_\_\_\_  
 Delivery Term: \_\_\_\_\_

Description	Quantity	Unit	Unit Cost	Amount
<b>PROCUREMENT OF BRAND NEW MULTI-FUNCTIONAL PHOTOCOPIER MACHINE</b>	2	UNITS	389,472.00	₱ 778,944.00
<i>one year rental shall commence from completion and acceptance.</i>				
<i>service provider should be an authorized distributor.</i>				
<i>Main and other features as attached</i>				
<i>Additional scope of work: Include back up unit in case of malfunction of leased machine, latest model.</i>				
<i>With free RFID cards, Includes consumables, spare parts, maintenance and repair service</i>				
<i>Deliverable/ Outputs: to provide and make available to APO at no extra cost service level</i>				
<i>Agreement (SLA)(see attached details)</i>				
<i>Details of other terms and conditions, terms of payment and expected outputs to support payment and</i>				
<i>service standard requirements are attached</i>				
<b>NOTE:</b> This is included in the revised approved APP of APOUI for CY 2023				
<b>FOR:</b> MATERIALS CONTROL DEPT (APO EMPLOYEES)				

(Total Amount in Words) **SEVEN HUNDRED SEVENTY EIGHT THOUSAND NINE HUNDRED FOR FOUR PENSOS** ₱ **778,944.00**

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

Conforme:

*[Signature]*  
**FE B. DIMAYUGA**  
 Purchasing Manager  
 Signature over Printed Name of Supplier  
 \_\_\_\_\_  
 Date

Very truly yours,  
**DAISY M. GALVADORES**  
 Supply Chain Manager  
 \_\_\_\_\_  
 Authorized Official

Prepared by:  
**MARITAS GALVEZ**

Funds Available:  
**KRISTINE A. BALUYOT**  
 Chief Accountant

Approved by:  
**HERMAN EMILIANO M. MEDINA-CUE**  
 PRESIDENT  
 General Manager