



**PURCHASE ORDER**  
WESTERN MINDANAO STATE UNIVERSITY

1919  
WMSU-PRO-FR-002.00

Effectivity: Sep. 26, 2023

Supplier : **PHILCOPY CORPORATION**  
 Address : Governor Alvarez Avenue, Zamboanga City  
 Tel No. : 992-0706  
 TIN: 000-169-318-00000

P.O. No. : **25-169**  
 Date : **18/09/2025**  
 P.R No: **25-03-146**  
 Date :  
 Mode of Procurement : **Public Bidding**  
 Performance Bond :

Gentlemen: Please furnish this office the following articles subject to terms and conditions contained herein.

Place of Delivery : **WMSU SUPPLY OFFICE**

Delivery Term : **20 CD**

Date of Delivery : **OCT 19 2025**

Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
1	<b>COPIER MACHINE</b> Specification: .Type: A4 Color Laser Multifunction Printer (MFP) .Functions: Printer, Copier, Scanner, Fax (All-in-One) .Print/Copy Speed: At least 35 pages per minute (ppm) for both mono and color .Print Resolution: Minimum 1200 x 1200 dpi .Processor: at least 1.2 GHz dual-core processor .Memory (RAM): At least 1 GB .Standard Paper Capacity: Minimum 350 sheets (including multipurpose tray) .Maximum Paper Capacity: Expandable up to 1,850 sheets .Duplex Printing: Automatic (Standard) .ADF (Automatic Document Feeder): Dual Scan ADF, at least 75-sheet capacity .Scanning Resolution: At least 600 dpi (optical) .Supported Paper Sizes: A6 to A4, Legal .Monthly Duty Cycle: At least 100,000 pages/month .Connectivity: USB 2.0, Ethernet (Gigabit LAN), optional Wi-Fi .Touchscreen Display: At least 7-inch color LCD touchscreen .Mobile Printing Support: Must support AirPrint, Mopria, or equivalent .Fax Functionality: Super G3 Fax, 33.6 kbps, JBIG compression .Operating System: Compatible with Windows, macOS, Linux .Security Features: Secure print, network authentication, IPsec, SSL INCLUDE: AVR at least 1000VA Servo Motor Type  Offer: KYOCERA ECOSYS MA3500CIFX WITH WIFI DIRECT/WIRELESS LAN, TABLE STAND, LIFETIME FREE SERVICE DIGITAL LASER COLOUR MULTI-FUNCTIONAL-COPIER NETWORK PRINTER AND NETWORK SCANNER, NETWORK FAX COPY/PRINT SPEED: 35 COPIES/PRINTS PER MINUTE SCAN SPEED 60 IPM 1,200 x 1X200 DPI (PRINT) DPI RESOLUTION CPU: ARM CORTEZ-A9 DUAL CORE 1.2 GHz MEMORY: STANDARD 1.5GB UPGRADED UP TO 3GB CASSETTE TRAY 250 SHEETS 100 SHEETS MULTI-PURPOSE TRAY	unit	1	105,000.00	105,000.00

Page 1 of 3

For : **ADMINISTRATION-UNIVERSITY RECORD AND ARCHIVES**

(Amount in words) **One Hundred Five Thousand Pesos Only** **105,000.00**

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

Conforme :

  
**C. L. D. S.**  
**PHILCOPY CORPORATION**  
 (Signature over printer name)

**09. 29. 2025**

Date

  
**MA. CARLA A. OCHOTORENA, R.N., Ph.D.**

UNIVERSITY PRESIDENT

**9/28/2025**

Funds Available :

  
**CHRISTIANNE DAWN R. SICAT**  
 Chief Accountant

ALOBS: **2025-09-1194 (9TF)**  
 AMOUNT: **₱ 105,000.**

**SEP 23 2025**





**PURCHASE ORDER**  
WESTERN MINDANAO STATE UNIVERSITY

WMSU-PRO-FR-002.00

Effectivity: Sep. 26, 2023

Supplier : **PHILCOPY CORPORATION**  
 Address : Governor Alvarez Avenue, Zamboanga City  
 Tel No. : **992-0706**  
 TIN : **000-169-318-00000**

P.O. No. : **25-169**  
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 Performance Bond :

Gentlemen: Please furnish this office the following articles subject to terms and conditions contained herein.

Place of Delivery : **WMSU SUPPLY OFFICE**Delivery Term : **20 CD**

Date of Delivery :

Payment Term :

*Oct 19 2025*

Item No	Item Name	Unit	Qty	Unit Price	Total Price
	TOTAL OF 350 SHEETS PAPER CAPACITY MAXIMUM PAPER CAPACITY: 2,050 SHEETS W/AUTOMATIC DUPLEX PRINTING (AUTOMATIC BACK TO BACK COPY) W/USB HOST x 2 (FOR DIRECT PRINTING AND SCANNING W/O USING PC) OPERATIONAL PANEL: 7 INCH FULL-COLOUR TOUCHSCREEN PAPER SIZE: MAXIMUM PAPER LEGAL SIZE (BOTH DP/PLATEN) BUILT-IN ADF AUTOMATIC DOCUMENT FEEDER (DUAL SCAN ADF) BUILT-IN DUPLEX (DUPLEX PRINTING) MAXIMUM MONTHLY DUTY CYCLE: 100,000 PAGES/MONTH 200,000 PAGES DRUM/DEVELOPER/FUSER LIFE WARMUP 26 SEC, TIME TO FIRST PRINT 5.7 SEC MEMORY: STANDARD 1.5 GB UPGRADED UP TO 3GB, 100 DEPARTMENT CODES 256 GREY SCALE LEVEL, ZOOM: 25%-400% IN 1% INCREMENT-REDUCTION/ENLARGEMENT MULTI COPY: 999 CONTINUOUS COPYING INTERFACE CONNECTIVITY: USB 2.0 HIGH SPEED, ETHERNET GIGABIT 10BASE-T/100/1000BASE-T, 2xUSB HOST INTERFACE FEATURES: ELECTRONIC SORT (COLLATE), ID CARD COPY, 2IN1, 4IN1, AUTO CASSETTE CHANGE SKIP BLANK PAGE, SKIP LINE, DP AUTO CROPPING, STANDARD NETWORK PRINTING: 35 PRINTS PER MINUTE W/STANDARD DOUBLE-SIDE PRINTING PCL6, KPDL3, ALL CURRENT WINDOWS OS, MOBILE PRINTING SUPPORT: MOBILE PRINT FOR IOS/ANDROID, AIRPRINT,MOPRIA OPERATING SYSTEM: COMPATIBLE ALL WINDOWS, MAC OS X, LINUX, UNIX SECURITY PRINT FEATURES: SECURE PRINT, NETWORK AUTHENTICATION, IPSEC OTHER STANDARD COLOUR SCAN TO PC/EMAIL FUNCTION/SCAN TO USB, WIA, WSD SCAN HOST/FTP/TWAIN/WSD/WIA SCAN SPEED 60 IPM, SCAN RESOLUTION 600, 400, 300, 200 DPI FAX FUNCTION: ITU-T SUPER G3, MAX 33.6 KBPPS, JBIG PLEASE SEE ATTACHED TECHNICAL SPECIFICATION COMPLIANCE AND BROCHURE				

Page 2 of 3 For : **ADMINISTRATION-UNIVERSITY RECORD AND ARCHIVES**

(Amount in words)

**One Hundred Five Thousand Pesos Only****105,000.00**

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

Conforme :

*C. L. D. B. A.***PHILCOPY CORPORATION**

(Signature over printer name)

*09/29/2025*

Date

*MA. CARLA A. OCHOTORENA, R.N., Ph.D.*

UNIVERSITY PRESIDENT

*9/23/25*

Funds Available :

*CHRISTIANNE DAWN R. SICAT*

Chief Accountant

ALOBS: *2025-09-1194 (9TF)*AMOUNT: *₱ 105,000.**SEP 23 2025**1*



PURCHASE ORDER  
WESTERN MINDANAO STATE UNIVERSITY

WMSU-PRO-FR-002.00

Effectivity: Sep. 26, 2023

Supplier : **PHILCOPY CORPORATION**  
Address : Governor Alvarez Avenue, Zamboanga City  
  
Tel No. : **992-0706**  
TIN : **000-169-318-00000**

P.O. No. : **25-169**  
Date : **18/09/2025**  
P.R No: **25-03-146**  
Date :  
Mode of Procurement : **Public Bidding**  
Performance Bond :

Gentlemen : Please furnish this office the following articles subject to terms and conditions contained herein.

Place of Delivery : **WMSU SUPPLY OFFICE**

Delivery Term : **20 CD**

Date of Delivery : **OCT 18 2025**

Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
	<b>DELIVERY PERIOD: TWENTY (20) CALENDAR DAYS</b>				

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NOTHING FOLLOWS-----

Page 3 of 3

For : **ADMINISTRATION-UNIVERSITY RECORD AND ARCHIVES**

(Amount in words)

**One Hundred Five Thousand Pesos Only .**

**105,000.00**

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

Conforme :

**C. L. Lopez**  
PHILCOPY CORPORATION

(Signature over printer name)

**09/29/2025**

Date

**M. CARLA A. OCHOTORENA, R.N., Ph.D.**

UNIVERSITY PRESIDENT

**9/23/2025**

Funds Available :

**CHRISTIANNE DAWN R. SICAT**

Chief Accountant

ALOBS: **2025-09-1194 (STF)**

AMOUNT: **₱ 105,000.**

SEP 23 2025



Republic of the Philippines  
**WESTERN MINDANAO STATE UNIVERSITY**

Office of the President

Normal Road, Baliwasan, Zamboanga City, 7000

✉ [wmsu@wmsu.edu.ph](mailto:wmsu@wmsu.edu.ph)/[wmsupres@wmsu.edu.ph](mailto:wmsupres@wmsu.edu.ph) ☎ 992-4238



**NOTICE TO PROCEED**

SEP 23 2025

**RAMIL C. ARIÑO**

Philcopy Corporation  
Governor Alvarez Street, Camino Nuevo,  
Zamboanga City

Sir/Madam:

Pursuant to the to the contract entered into between your company and this office dated SEP 23 2025 for **PR 25-03-146 Public Bidding “Procurement of Copier Machine for the University Records Office”**, your company is hereby given the authority to commence delivery on the said project from receipt thereof.

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provide in the purchase order and in accordance with the delivery schedule.

Very truly yours,

**MA. CARLA A. OCHOTORENA, R.N, Ph.D.**  
President

Conforme:

Carla A. Ochotorena

(Signature Over Printed Name)

Date: 09/29/2025



NOTICE OF AWARD

SEP 12 2025

**PHILCOPY CORPORATION**

Governor Alvarez Street, Camino Nuevo,  
Zamboanga City

Madam/Sir:

This is to advise you that your bid dated **June 3, 2025** for **PR 25-03-146; Public Bidding Procurement of PROCUREMENT OF COPIER MACHINE FOR THE UNIVERSITY RECORDS OFFICE** with the following Contract Price is hereby accepted:

Object of Bidding	Total Amount in Figures	Amount in Words
<p><b>1. One (1) unit of COPIER MACHINE</b></p> <p>Specification:</p> <p>.Type: A4 Color Laser Multifunction Printer (MFP)</p> <p>.Functions: Printer, Copier, Scanner, Fax (All-in-One)</p> <p>.Print/Copy Speed: At least 35 pages per minute (ppm) for both mono and color</p> <p>.Print Resolution: Minimum 1200 x 1200 dpi</p> <p>.Processor: at least 1.2 GHz dual-core processor</p> <p>.Memory (RAM): At least 1 GB</p> <p>.Standard Paper Capacity: Minimum 350 sheets (including multipurpose tray)</p> <p>.Maximum Paper Capacity: Expandable up to 1,850 sheets</p> <p>.Duplex Printing: Automatic (Standard)</p> <p>.ADF (Automatic Document Feeder): Dual Scan ADF, at least 75-sheet capacity</p> <p>.Scanning Resolution: At least 600 dpi (optical)</p> <p>.Supported Paper Sizes: A6 to A4, Legal</p> <p>.Monthly Duty Cycle: At least 100,000 pages/month</p> <p>.Connectivity: USB 2.0, Ethernet (Gigabit LAN), optional Wi-Fi</p> <p>.Touchscreen Display: At least 7-inch color LCD touchscreen</p>	Php 105,000.00	One Hundred Five Thousand Pesos



<p>.Mobile Printing Support: Must support AirPrint, Mopria, or equivalent</p> <p>.Fax Functionality: Super G3 Fax, 33.6 kbps, JBIG compression</p> <p>.Operating System: Compatible with Windows, macOS, Linux</p> <p>.Security Features: Secure print, network authentication, IPsec, SSL</p> <p>INCLUDE: AVR at least 1000VA</p> <p>Servo Motor Type</p> <p><b>Offer: KYOCERA ECOSYS MA3500CIFX</b></p> <p><b>WITH WIFI</b></p> <p><b>DIRECT/WIRELESS LAN, TABLE STAND, LIFETIME FREE SERVICE</b></p> <p><b>DIGITAL LASER COLOUR MULTI-FUNCTIONAL-COPIER</b></p> <p><b>NETWORK PRINTER AND NETWORK SCANNER,</b></p> <p><b>NETWORK FAX</b></p> <p><b>COPY/PRINT SPEED: 35 COPIES/PRINTS PER MINUTE</b></p> <p><b>SCAN SPEED 60 IPM</b></p> <p><b>1,200 x 1X200 DPI (PRINT) DPI RESOLUTION</b></p> <p><b>CPU: ARM CORTEZ-A9 DUAL CORE 1.2 GHz</b></p> <p><b>MEMORY: STANDARD 1.5GB UPGRADED UP TO 3GB</b></p> <p><b>CASSETTE TRAY 250 SHEETS</b></p> <p><b>100 SHEETS MULTI-PURPOSE TRAY</b></p> <p><b>TOTAL OF 350 SHEETS PAPER CAPACITY</b></p> <p><b>MAXIMUM PAPER CAPACITY: 2,050 SHEETS</b></p> <p><b>W/AUTOMATIC DUPLEX PRINTING (AUTOMATIC BACK TO BACK COPY)</b></p> <p><b>W/USB HOST x 2 (FOR DIRECT PRINTING AND SCANNING W/O USING PC)</b></p> <p><b>OPERATIONAL PANEL: 7 INCH FULL-COLOUR TOUCHSCREEN</b></p> <p><b>PAPER SIZE: MAXIMUM PAPER LEGAL SIZE (BOTH DP/PLATEN)</b></p> <p><b>BUILT-IN ADF AUTOMATIC DOCUMENT FEEDER (DUAL SCAN ADF)</b></p>		
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**BUILT-IN DUPLEX (DUPLEX PRINTING)**  
**MAXIMUM MONTHLY DUTY CYCLE: 100,000 PAGES/MONTH**  
**200,000 PAGES**  
**DRUM/DEVELOPER/FUSER LIFE**  
**WARMUP 26 SEC, TIME TO FIRST PRINT 5.7 SEC**  
**MEMORY: STANDARD 1.5 GB UPGRADED UP TO 3GB, 100 DEPARTMENT CODES**  
**256 GREY SCALE LEVEL, ZOOM: 25%-400% IN 1%**  
**INCREMENT-REDUCTION/ENLARGEMENT**  
**MULTI COPY: 999**  
**CONTINUOUS COPYING**  
**INTERFACE CONNECTIVITY: USB 2.0 HIGH SPEED, ETHERNET GIGABIT 10BASE-T/100/1000BASE-T, 2xUSB HOST INTERFACE**  
**FEATURES: ELECTRONIC SORT (COLLATE), ID CARD COPY, 2IN1, 4IN1, AUTO CASSETTE CHANGE SKIP BLANK PAGE, SKIP LINE, DP AUTO CROPPING, STANDARD NETWORK**  
**PRINTING: 35 PRINTS PER MINUTE W/STANDARD DOUBLE-SIDE PRINTING**  
**PCL6, KPDL3, ALL CURRENT WINDOWS OS, MOBILE**  
**PRINTING SUPPORT: MOBILE PRINT FOR IOS/ANDROID, AIRPRINT,MOPRIA**  
**OPERATING SYSTEM: COMPATIBLE ALL WINDOWS, MAC OS X, LINUX, UNIX**  
**SECURITY PRINT FEATURES: SECURE PRINT, NETWORK AUTHENTICATION, IPSEC**  
**OTHER**  
**STANDARD COLOUR SCAN TO PC/EMAIL FUNCTION/SCAN TO USB, WIA, WSD SCAN HOST/FTP/TWAIN/WSD/WIA**  
**SCAN SPEED 60 IPM, SCAN RESOLUTION 600, 400, 300, 200 DPI**



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WESTERN MINDANAO STATE UNIVERSITY

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✉ wmsu@wmsu.edu.ph/wmsupres@wmsu.edu.ph ☎ 992-4238



<b>FAX FUNCTION: ITU-T SUPER , G3, MAX 33.6 KBPPS, JBIG PLEASE SEE ATTACHED TECHNICAL SPECIFICATION COMPLIANCE AND BROCHURE</b>		
<b>DELIVERY PERIOD: TWENTY (20) CALENDAR DAYS</b>		
<b>TOTAL CONTRACT PRICE</b>	<b>Php</b>	<b>105,000.00</b>
		<b>One Hundred Five Thousand Pesos Only</b>

You are hereby required to provide, within ten (10) days from receipt hereof, the Performance Security/ Performance Bond equivalent to the following;

Form of Performance Security	Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a) Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)
b) Bank draft/ guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank	Five percent (5%)
c) Surety bond callable upon demand issued by a surety or insurance company duly certified by the insurance Commission as authorized to issue such security.	Thirty percent (30%)
d) Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

Failure to provide the Performance Security shall constitute sufficient ground for the cancellation of the award and forfeiture of the Bid Security.

Very truly yours,

MA. CARLA A. OCHOTORENA, RN., Ph.D.  
President

Received by:

(Signature Over Printed Name)

Date: Sept 15, 2020