



**PURCHASE ORDER**  
**WESTERN MINDANAO STATE UNIVERSITY**

WMSU-PRO-FR-002.00

Effectivity: Sep. 26, 2023

Supplier : **BXU COPY TRADING & ENT. CORP.**  
 Address : Room 200 De Leon Plaza Bldg. Yacapin Velez St.  
 Cagayan De Oro City  
 Tel No. : 0905-260-6801  
 TIN : 430-336-589-000

P.O. No. : 25-215  
 Date : 09/10/2025  
 P.R No: 25-03-150  
 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 : **30 CD**

Date of Delivery : **DEC 10 2025**

Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
1	<p><b>RISOGRAPH</b></p> <p>Specification:</p> <ul style="list-style-type: none"> <li>. Print Speed: up to 130 pages per minute</li> <li>. Master Making Time: Approximately 14 seconds</li> <li>. Printing Resolution: 300 x 600 dpi or better</li> <li>. Scanning Resolution: 600 x 600 dpi or better</li> <li>. Paper Size: Up to A3 (310 x 432 mm)</li> <li>. Max. Printable Area: 291 x 413 mm</li> <li>. Paper Weight Compatibility: 46-157 gsm</li> <li>. Ink Supply Type: Ink FII Type Black, 1,000 ml/cartridge capacity</li> <li>. Paper Feeding Capacity: Up to 1,000 sheets (64 gsm)</li> <li>. Paper Receiving Capacity: Up to 1,000 sheets (64 gsm)</li> <li>. Control Panel: LCD display with numeric keys and functional buttons</li> <li>. Standard Features:           <ul style="list-style-type: none"> <li>- Zoom: 50% - 200% (1% increments)</li> <li>- Multiple-Up Printing</li> <li>- Book Shadow Erase</li> <li>- Confidential Mode</li> <li>- Ink Saving Mode</li> <li>- Program Mode (up to 10 programs)</li> <li>. Connectivity: USB (Type B), Ethernet</li> </ul> </li> </ul> <p>Offer: <b>DIGITAL DUPLICATOR BLUE BPS 150</b></p> <p>SPECIFICATION: SCAN, PRINT, CREATE</p> <p>OPERATION MODE: THERMAL MASTER MAKING, MULTIPLE-UP PRINTING</p> <p>SCAN MODE: DOCUMENT FEED</p> <p>ORIGINAL TYPE: SHEET, TWO IN ONE</p> <p>IMAGE PROCESSING MODE: TEXT/TEXT &amp; PICTURE/NEWS</p> <p>PAPER/PENCIL</p> <p>ORIGINAL SIZE (MIN/MAX): MIN: 90mm x 140mm, MAX: 290mm x 420mm</p> <p>PRINTING AREA MAX: 290mm x 420mm</p> <p>PAPER SIZE (&lt;IN/MAX): 90mm x 150mm, MAX: 310mm x 435mm</p> <p>MASTER MAKING SPEED: 14s (A4 VERTICAL)</p> <p>RESOLUTION: 300 x 600 dpi</p>	unit	1	237,000.00	237,000.00

Page 1 of 2

For : **INCOME GENERATION PROJECT-UNIVERSITY PRESS**

(Amount in words)

**Two Hundred Thirty-Seven Thousand Pesos Only**

**237,000.00**

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 :

**BXU COPY TRADING & ENT. CORP.**

(Signature over printer name)

11-10-25

Date

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

UNIVERSITY PRESIDENT 10/10/25

Funds Available :

**CHRISTIANNE DAWN R. SICAT**  
 Chief Accountant

ALOBS : **2015-10-45 - UPKEM**

AMOUNT : **P 237,000**

OCT 24 2025



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Place of Delivery : **WMSU SUPPLY OFFICE**  
 Date of Delivery : **DEC 10 2025**

Delivery Term : **30 CD**  
 Payment Term :

Item No	Item Name	Unit	Qty	Unit Price	Total Price
	PRINT REDUCTION RATIO: REDUCTIONS: 71%, 81%, 87%, 94% ENLARGEMENT: 100%, 115%, 122%, 141% FREE ZOOM: 50-200% (1% INCREMENT) PAPER WEIGHT (MIN/MAX): 40 gsm - 210 gsm PAPER FEEDING CAPACITY: 1200 SHEETS (60 gsm) PAPER RECEIVING CAPACITY: 1,200 SHEETS (60gsm) PRINT SPEED: FIVE STEPS VARIABLE (55/70/85/105/120/140 ppm) SCAN DENSITY: VARIABLE (LIGHTER, LIGHT, MIDDLE, DARK,DARKER) MASTER MAKING DENSITY: VARIABLE (LIGHTER, LIGHT, MIDDLE, DARK, DARKER) MASTE EJECT CAPACITY: 20 SHEETS INK SUPPLY: FII TYPE BLACK INK, 100ml CARTRIDGED TYPE STENCIL SUPPLY: AUTOMATICALLY, 90m/ROLL POWER SOURCE: 220V, 50/60Hz RATED INPUT POWER: 120W PAPER FEED SYSTEM: DOUBLE ROLLER FEEDER FEATURES: PC-CONNECTED PRINTING INK-SAVING MODE, PENCIL MODE, NEWSPAPER MODE, PROGRAMMED PRINTING CONFIDENTIALLY MODE, CODE MODE, CONSUMABLES USED-OUT REMINDER MODE, ENERGY SAVING FUNCTION MODE, ZOOMING MODE, ALIGNMENT MODE, BOOK SHADOW ERASE MODE, RECEIVING MODE, FEEDING MODE 1-YEAR WARRANTY LIFETIME FREE SERVICE WITH MONTHLY REGULAR PREVENTIVE MAINTENANCE FREE KEY OPERATORS TRAINING FREE ONSITE DELIVERY FREE PEDESTAL TABLE PLEASE SEE ATTACHED TECHNICAL SPECIFICATION COMPLIANCE AND PRODUCT BROCHURE DELIVERY PERIOD: WITHIN THIRTY (30) CALENDAR DAYS UPON THE RECEIPT OF NOTICE TO PROCEED				

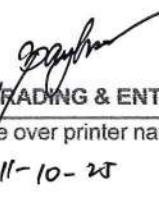
NOTHING FOLLOWS

Page 2 of 2 For : **INCOME GENERATION PROJECT-UNIVERSITY PRESS**

(Amount in words) **Two Hundred Thirty-Seven Thousand Pesos Only** **237,000.00**

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Conforme :

  
**BXU COPY TRADING & ENT. CORP.**

(Signature over printer name)

11-10-2025

Date

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

UNIVERSITY PRESIDENT

10/10/25

Funds Available :

  
**CHRISTIANNE DAWN R. SICAT**

Chief Accountant

ALOBS : **2025-10-45-UPRBN**

AMOUNT : **P 237,000.00**

OCT 24 2025





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

Office of the President  
Normal Road, Baliwasan, Zamboanga City, 7000  
✉ wmsu@wmsu.edu.ph/wmsupres@wmsu.edu.ph ☎ 992-4238



## NOTICE TO PROCEED

**OCT 27 2025**

**MR. VINCENT P. NAYHONAN**

Branch Manager

BXU TRADING & ENT. CORP.

Gov. Alvarez St., Camino Nuevo, Zamboanga City

Sir:

**OCT 27 2025** Pursuant to the contract entered into between your company and this office dated **PR 25-03-150** Public Bidding "Procurement of RISOGRAPH for the University Press", your company is hereby given the authority to commence delivery on the said project from receipt thereof.

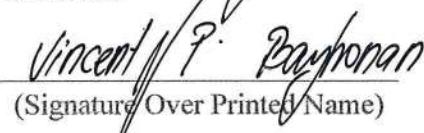
Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the purchase order and in accordance with the delivery schedule.

Very truly yours,

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

President

Conforme:

  
**Vincent P. Nayhonan**  
(Signature Over Printed Name)

Date: \_\_\_\_\_



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**NOTICE OF AWARD**

19 SEP 2025

**BXU COPY TRADING & ENTERPRISES, CORP.**

Gov. Alvarez St., Camino Nuevo, Zamboanga City

Madam/Sir:

This is to advise you that your bid dated **June 3, 2025** for **PR 25-03-150; Public Bidding Procurement of PROCUREMENT OF RISOGRAF FOR THE UNIVERSITY PRESS** 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 RISOGRAF</b></p> <p>Specification:</p> <ul style="list-style-type: none"><li>Print Speed: up to 130 pages per minute</li><li>Master Making Time: Approximately 14 seconds</li><li>Printing Resolution: 300 × 600 dpi or better</li><li>Scanning Resolution: 600 × 600 dpi or better</li><li>Paper Size: Up to A3 (310 × 432 mm)</li><li>Max. Printable Area: 291 × 413 mm</li><li>Paper Weight Compatibility: 46-157 gsm</li><li>Ink Supply Type: Ink FII Type Black, 1,000 ml/cartridge capacity</li><li>Paper Feeding Capacity: Up to 1,000 sheets (64 gsm)</li><li>Paper Receiving Capacity: Up to 1,000 sheets (64 gsm)</li><li>Control Panel: LCD display with numeric keys and functional buttons</li><li>Standard Features:<ul style="list-style-type: none"><li>- Zoom: 50% - 200% (1% increments)</li><li>- Multiple-Up Printing</li><li>- Book Shadow Erase</li><li>- Confidential Mode</li><li>- Ink Saving Mode</li><li>- Program Mode (up to 10 programs)</li><li>Connectivity: USB (Type B), Ethernet</li></ul></li></ul>	Php 237,000.00	Two Hundred Thirty-Seven Thousand Pesos



<p><b>Offer: DIGITAL DUPLICATOR</b></p> <p><b>BLUE BPS 150</b></p> <p><b>SPECIFICATION: SCAN, PRINT, CREATE</b></p> <p><b>OPERATION MODE:</b></p> <p><b>THERMAL MASTER MAKING, MULTIPLE-UP PRINTING</b></p> <p><b>SCAN MODE: DOCUMENT FEED</b></p> <p><b>ORIGINAL TYPE: SHEET, TWO IN ONE</b></p> <p><b>IMAGE PROCESSING MODE: TEXT/TEXT &amp; PICTURE/NEWS PAPER/PENCIL</b></p> <p><b>ORIGINAL SIZE (MIN/MAX):</b></p> <p><b>MIN: 90mm x 140mm, MAX: 290mm x 420mm</b></p> <p><b>PRINTING AREA MAX: 290mm x 420mm</b></p> <p><b>PAPER SIZE (&lt;IN/MAX): 90mm x 150mm, MAX: 310mm x 435mm</b></p> <p><b>MASTER MAKING SPEED: 14s (A4 VERTICAL)</b></p> <p><b>RESOLUTION: 300 x 600 dpi</b></p> <p><b>PRINT REDUCTION RATIO:</b></p> <p><b>REDUCTIONS: 71%, 81%, 87%, 94%</b></p> <p><b>ENLARGEMENT: 100%, 115%, 122%, 141% FREE ZOOM: 50-200%</b></p> <p><b>(1% INCREMENT)</b></p> <p><b>PAPER WEIGHT (MIN/MAX): 40 gsm - 210 gsm</b></p> <p><b>PAPER FEEDING CAPACITY: 1200 SHEETS (60 gsm)</b></p> <p><b>PAPER RECEIVING CAPACITY: 1,200 SHEETS (60gsm)</b></p> <p><b>PRINT SPEED: FIVE STEPS VARIABLE (55/70/85/105/120/140 ppm)</b></p> <p><b>SCAN DENSITY: VARIABLE (LIGHTER, LIGHT, MIDDLE, DARK,DARKER)</b></p> <p><b>MASTER MAKING DENSITY: VARIABLE (LIGHTER, LIGHT, MIDDLE, DARK, DARKER)</b></p> <p><b>MASTER EJECT CAPACITY: 20 SHEETS</b></p> <p><b>INK SUPPLY: FII TYPE BLACK INK, 100ml CARTRIDGED TYPE</b></p> <p><b>STENCIL SUPPLY: AUTOMATICALLY, 90m/ROLL</b></p>		
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**POWER SOURCE: 220V, 50/60Hz**  
**RATED INPUT POWER: 120W**  
**PAPER FEED SYSTEM:**  
**DOUBLE ROLLER FEEDER**  
**FEATURES: PC-CONNECTED PRINTING INK-SAVING MODE, PENCIL MODE, NEWSPAPER MODE, PROGRAMMED PRINTING CONFIDENTIALLY MODE, CODE MODE, CONSUMABLES USED-OUT REMINDER MODE, ENERGY SAVING FUNCTION MODE, ZOOMING MODE, ALIGNMENT MODE, BOOK SHADOW ERASE MODE, RECEIVING MODE, FEEDING MODE**  
**1-YEAR WARRANTY**  
**LIFETIME FREE SERVICE WITH MONTHLY REGULAR PREVENTIVE MAINTENANCE**  
**FREE KEY OPERATORS TRAINING**  
**FREE ONSITE DELIVERY**  
**FREE PEDESTAL TABLE**  
**PLEASE SEE ATTACHED TECHNICAL SPECIFICATION**  
**COMPLIANCE AND PRODUCT BROCHURE**  
**DELIVERY PERIOD: WITHIN THIRTY (30) CALENDAR DAYS UPON THE RECEIPT OF NOTICE TO PROCEED**

<b>TOTAL CONTRACT PRICE</b>	Php	<b>237,000.00</b>	<b>Two Hundred Thirty-Seven Thousand Pesos Only</b>
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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%)



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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: Ylka Jane L. Rubio  
(Signature Over Printed Name)

Date: 09 / 29 / 25