



**WORK ORDER**  
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING (BAFE)

Appendix 61

Supplier : OTUS COPY SYSTEMS, INC	W.O. No. : 01-24
Address : 10/F MG Tower, 75 Shaw Blvd., Mandaluyong City	Date : January 31, 2024
Email: clairebalaguer@yahoo.com	Mode of Procurement : Negotiated (Small Value Procurement)
PRAS No.: 24-022	End-User : BAFE-AFD

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

Place of Delivery : BAFE Office, Sugar Center, Annex II Bldg., North Avenue, Diliman, Quezon City	Delivery Term : FOB Destination
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Date of Delivery : The contract duration shall start in February - December 2024	Payment Term : 30 WD
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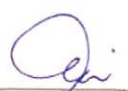
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount (PhP)
		<b>Lease of Photocopying Machine for the Bureau of Agricultural and Fisheries Engineering (BAFE) for CY 2024</b>			
	pages	Lease of Photocopying Machine (3 units x 11 months x 4,500 pages)	148,500	0.70	103,950.00
<b>Grand Total</b>					<b>103,950.00</b>


(Total Amount in Words) **One Hundred Three Thousand Nine Hundred Fifty Pesos Only**

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 on the undelivered item/s.

Conforme: Very truly yours,

  
**CLAIRE B. JOSEPH**  
 Sales Manager  
JANUARY 31, 2024  
 Date

  
**ENGR. ARIODEAR C. RICO**  
 Director IV, BAFE

Fund Cluster : Funds Available :   <b>MR. KENNETH S. LAGUATAN</b> Accountant III	ORS/BURS No. : Date of the ORS/BURS:  Amount :
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CH 2024 CURRENT  
 05-001-02-0000 8-01  
 100000100001000  
 50299050-01  
 ₱ 198,500.00  
 VALID UNTIL MARCH. 9, 2024