

REPUBLIC OF THE PHILIPPINES  
**Philippine Health Insurance Corporation**  
 4/F SSS Bldg., Harrison Road, Baguio City  
 Tel. # (074) 444-9862 / 444-8361 / 446-0371

### PURCHASE ORDER

Supplier: Copylandia Office Systems  
 Address: GF Paladin Hotel, #136 Abanao Ext. cor Cariño St., Baguio City  
 Tel./Fax No.: 446-5356/446-5357  
 Supplier Registered with: \_\_\_\_\_

P.O. No.: P-12-005  
 Date: 18-Jan-12  
 Term/s of Payment: c.o.d.  
 Mode of Procurement: Direct Contracting

Please deliver to this office within \_\_\_\_\_ upon payment \_\_\_\_\_ from receipt hereof the following:

NO.	QTY	UNIT	ITEM DESCRIPTION	UNIT PRICE	TOTAL AMOUNT
1	10	tube	Risograph Ink, GR black	1,690.00	16,900.00
			<b>TOTAL</b>		<b>16,900.00</b>
			Less: 10% Discount		1,690.00
			<b>Net of Discount</b>		<b>15,210.00</b>
			Less: 5% Final Tax	679.02	
			1% EWT	135.80	814.82
			<b>Net of Tax</b>		<del>16,085.18</del> <b>14,395.18</b>

**Terms & Conditions:**

- The agency shall impose penalty in an amount equivalent to 1/10 of 1% of the total value of undelivered order for each day of the delay as liquidated damages.
- If the date of receipt of the Purchase Order/P.O. by the dealer is not indicated, it shall be deemed received on the day it was acknowledged to have been received by a representative either through fax or e-mail.
- Delivery Receipt and Sales Invoice shall be required for the one-time complete delivery of the goods.
- Defective, incompatible or non-compliant of goods as to specification when quoted shall be rejected and returned at the time of delivery.
- Payment shall be made in full subject to corresponding government taxes within fifteen (15) working days upon receipt of Certificate of Acceptance and Inspection Report.

Very truly yours,

*Imelda Cristeta D. Villamar*  
**IMELDA CRISTETA D. VILLAMAR**  
 Division Chief, MSD

Certified Budget Available	Funds Available in the amount of: PhP <b>15,210.00</b>	APPROVED: In compliance with S.O. # 16, s. 2010
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <i>Sarah P. Ciriaco</i>  <b>SARAH P. CIRIACO</b>            Fiscal Controller III         </div> <div style="width: 45%;"> <i>Maria Linda H. Gadingan</i>  <b>MARIA LINDA H. GADINGAN</b>            Fiscal Controller III         </div> </div>		<i>Leo Douglas V. Cardona, Jr.</i> <b>LEO DOUGLAS V. CARDONA, JR., M.D. CSE</b> Regional Vice President, PhRO-CAR
Within the COB: <u>2012 MOOE</u>		
Expense Code: <u>774-10</u>		
Budget: _____ Remarks: _____		

Received Copy of P.O. on

Jan. 27, 2012

CONFORME:

*Print Name and Signature of Supplier/Representative*  
*Print Name and Signature of Supplier/Representative*

## RISO KAGAKU CORPORATION

TAMACHI CENTER BUILDING  
B-34-7 SHIBA, MINATO-KU, TOKYO 108-8355 JAPAN  
TELEPHONE : (03) 5441-0961  
FAX : (03) 5441-6968

**CERTIFICATE OF EXCLUSIVE DISTRIBUTOR STATUS**

TO WHOM SO EVER IT MAY CONCERN:

We hereby certify

1. COPYLANDIA OFFICE SYSTEMS CORPORATION is our exclusive distributor in the Philippines for RISO Brand machines of the following models and related accessories, consumables and spare parts:

GR3770/GR3750/GR2750/GR2710/GR2700/GR1750/GR1700  
FR3950/FR3910/FR3955/FR3950a  
RA4200/ RA4300/ RA4900/ RA5900/ RC6300/TR1530  
RN2550/RN2150/RN2255/RN2050/RP3700/RP3500/V8000/SP4000/  
EZ430/EZ330/EZ370/EZ570/ MZ200/EZ730/EZ170/EZ500/  
MZ770/MZ870/EZ201/EZ231/EZ371/EZ571  
ComColor9050/ComColor7050/ComColor7010/ComColor3050/  
ComColor3010

2. COPYLANDIA OFFICE SYSTEMS CORPORATION is trained by us and is fully competent to handle installation, warranty and after sales service requirements for the above RISO Brand machines installed in the Philippines.
3. COPYLANDIA OFFICE SYSTEMS CORPORATION has service facilities and they also maintain adequate stocks for spare parts and consumables for the service and maintenance contract directly with the customers.
4. Validity of the certificate is till 31<sup>st</sup> March, 2013.
5. This certificate supersedes any former certificate.

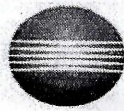
RISO KAGAKU CORPORATION

*Yasunobu Takahashi*

Yasunobu Takahashi  
General Manager  
Asia Sales Department

Date: March 2nd 2012

**COPYLANDIA**  
*Joseph*  
**CERTIFIED TRUE**



KONICA MINOLTA

Singapore, March 30th, 2012

Copylandia Office Systems Corporation  
718 Sgt. Bumatay St. 1550, Mandaluyong City,  
Philippines

### LETTER OF CONFIRMATION

To whom it may concern,

We, Konica Minolta Business Solutions (S) Pte Ltd, a company organized and existing under the laws of Singapore and having its principal place of business at 10 Teban Gardens Crescent, Singapore 608923, hereby confirm that we appointed Copylandia Office Systems Corporation, a company organized and existing under the laws of Philippines and having its principal place of business at 718 Sgt. Bumatay St.1550, Mandaluyong City, Philippines as our exclusive distributor for the sale and/or rental of the Develop brand transfer type electrostatic plain paper copying machines and their consumables and spare parts in PHILIPPINES, subject to and in accordance with the Agreement dated 26<sup>th</sup> March, 2012 between Copylandia Office Systems Corporation and our company and Copylandia Office Systems Corporation accepts the appointment.

This letter shall be valid until March 31, 2013.

Yours faithfully



Ryo Maruhashi  
Managing Director

**COPYLANDIA**  
**CERTIFIED TRUE COPY**

Giving Shape to Ideas