

CONTRACT **B**

**AGREEMENT FOR THE LEASE OF PHOTOCOPYING/SCANNING MACHINES
FOR THE DEPARTMENT OF FOREIGN AFFAIRS FOR CY 2023**

KNOW ALL MEN BY THESE PRESENTS:

This Agreement for the Lease of Photocopying/Scanning Machines for the DFA Main Office, OCA-ASEANA, and Metro Manila and Regional Consular Offices for CY 2023 (hereinafter, the AGREEMENT), entered into in Pasay City, Philippines, on 03 JAN 2023, between the:

DEPARTMENT OF FOREIGN AFFAIRS, (hereafter, the PROCURING ENTITY), with principal office address at 2330 Roxas Blvd., Pasay City, 1300 Metro Manila, represented by its Undersecretary for Administration and Head of the Procuring Entity (HoPE) **ANTONIO A. MORALES**,

and

OTUS COPY SYSTEMS, INC. (hereinafter, the CONTRACTOR), a company duly organized and existing under and by virtue of the laws of the Republic of the Philippines, as evidenced by the submitted Security and Exchange Commission (SEC) Registration No. CS200606472 (ANNEX "A"), with business address at 10F MG Tower 75 Shaw Blvd., Brgy. Daang-Bakal Mandaluyong City, represented by **ERWIN C. MANARPIIS**, General Manager for South and Central Manila Operations, who is duly authorized to enter into this Agreement under the Secretary's Certificate, a copy of this is attached as ANNEX "B" and made an integral part of this AGREEMENT.

WITNESSETH:

WHEREAS, the PROCURING ENTITY invited bids for the Department's Lease of Photocopying Machines for One (1) year from January to December 2023, and has accepted a bid by the CONTRACTOR to provide said goods in the amount of **Twelve Million Nine Hundred Twenty-Seven Thousand Eleven Pesos (PhP12,927,011.00)** only, (hereinafter, the Contract Price), inclusive of all applicable taxes (VAT) and other lawful charges.

WHEREAS, this AGREEMENT, undertaken pursuant to BAC Resolution No. CPM-PB-46-2022 dated 23 December 2022 (ANNEX "C"), and Notice of Award (ANNEX "D"), complies with the applicable provisions of the Republic Act No. 9184 and its Implementing Rules and Regulations;

WHEREAS, it is understood that there exists no employer-employee relationship between the Procuring Entity and the Contractor and their respective officers, employees and representatives.

WHEREAS, any other contract or agreement entered into by the Contractor and a third party for the implementation of this Agreement shall be exclusively between such parties, to the exclusion of the Procuring Entity. The Contractor warrants that it shall hold free and harmless the Procuring Entity from any and all such suits, and in no event shall it be held liable to such third parties for any special, incidental, indirect, consequential or punitive damages relating to the conduct or completion of the project.

WHEREAS, both parties warrant that they have not assigned and will not assign to any third party any cause of action, obligation, or demand of any nature whatsoever relating to any matter covered by this Agreement without the prior written consent of the other party.

WHEREAS, this Agreement, the General Conditions of the Contract (GCC), Special Conditions of the Contract (SCC) and the Technical Specifications encapsulate the full agreement between the Parties and any subsequent alteration, modification or amendment of the aforementioned documents or any of their provisions shall be subject to mutual consent of both Parties and shall be made in writing.

WHEREAS, this Agreement shall be binding on the parties' respective successors or assigns.

WHEREAS, the Parties agree that if any provision of this Agreement is judicially declared to be void, invalid, or otherwise unenforceable, said provision shall not invalidate the remaining provisions thereof. The parties shall, subject to their mutual agreement, promptly amend this Agreement and/or execute such additional documents as may be necessary to give legal effect to the void, invalid or unenforceable provision in a manner that, when taken with the remaining provisions, will achieve the intended purpose of the void, invalid or otherwise unenforceable provision.

WHEREAS, this Agreement shall be governed, construed, and enforced in accordance with Philippine laws, rules and regulations.

WHEREAS, the Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Agreement through negotiations. In the event that an amicable settlement cannot be reached within sixty (60) days from the date on which either Party has served written notice thereof on the other party, the Parties agree to settle the matter with finality by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations, and shall be governed by Philippine law. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential and shall be in the English language. Nothing in this Agreement shall prevent the Parties from applying to a Philippine court of a competent jurisdiction for provisional or interim measures or injunctive relief as may be necessary to safeguard the property or rights, as may be the subject matter of the dispute. The seat and venue of arbitration and/or court proceedings shall be in Pasay City, Metro Manila, Philippines to the exclusion of all other venues.

NOW, THEREFORE, for and in consideration of the foregoing premises, the PARTIES agree as follows:

1. The definitions and general provisions in the General Conditions of a Contract (GCC) and the Special Conditions of a Contract (SCC) provided with the Philippine Bidding Document for Procurement of Goods issued by the Government Procurement Policy Board (GPPB) are deemed incorporated in this AGREEMENT.

2. The following documents are also attached and made integral parts of this AGREEMENT:

ANNEX A – Security and Exchange Commission (SEC) Registration No. CS200606472

ANNEX B – Secretary's Certificate

ANNEX C – Bids and Awards Committee Resolution No. CPM-PB-46-2022 dated 23 December 2022

ANNEX D – Notice of Award

ANNEX E – Notice to Proceed

ANNEX F – Bid Form

ANNEX G – Certificate of Availability of Funds

ANNEX H – Technical Specifications

ANNEX I – Supplemental / Bid Bulletin No. 1

ANNEX J – General Conditions of a Contract

ANNEX K – Special Conditions of a Contract

ANNEX L – Performance Security

3. In consideration of the payments to be made by the PROCURING ENTITY to the CONTRACTOR as hereinafter mentioned, the CONTRACTOR hereby covenants with the PROCURING ENTITY to provide the goods and services and to remedy defects therein in conformity in all respects with the provisions of the AGREEMENT.

4. The PROCURING ENTITY hereby covenants to pay the CONTRACTOR in consideration of the provisions of the goods and services and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of this Agreement at the time and in the manner prescribed under Item XI of the Technical Specifications under Supplemental / Bid Bulletin No. 1 (ANNEX "I") and Clause 2.2 of the Special Conditions of Contract (ANNEX "K").

IN WITNESS WHEREOF, the Parties through their authorized representatives hereto have signed this AGREEMENT on 03 JAN 2023, in Pasay City, Metro Manila.

For the Procuring Entity:

DEPARTMENT OF FOREIGN AFFAIRS

HON. ANTONIO A. MORALES
Undersecretary for Administration
and Head of the Procuring Entity

For the Supplier:

OTUS COPY SYSTEMS, INC.

ERWIN C. MANARPIIS
General Manager-South
and Central Manila
Operations

WITNESSES

Lyrie F. Fulgencio
LYRIE F. FULGENCIO
DFA Chief Accountant

Jennifer L. Calayag
JENNIFER L. CALAYAG
Project Support Officer – South
and Central Manila Operations

ACKNOWLEDGEMENT

Republic of the Philippines }
Pasay City } S.S.

BEFORE ME, a Notary Public for and in the City of Pasay, Philippines, on this JAN 03 2023, personally appeared **The Honorable ANTONIO A. MORALES**, Undersecretary for Administration and Head of Procuring Entity (HoPE) of the Department of Foreign Affairs and **MR. ERWIN C. MANARPIIS**, General Manager of the South and Central Manila Operations of OTUS Copy System, Inc., known to me to be the same persons who executed the foregoing **AGREEMENT FOR THE LEASE OF PHOTOCOPYING/SCANNING MACHINES FOR THE DEPARTMENT OF FOREIGN AFFAIRS FOR CY 2023**, which instrument consists of _____ pages including the page on which this acknowledgement is written and the Annexes attached thereto, all pages of which have been signed by said PARTIES and their witnesses, and who acknowledge to me that the same is their free and voluntary act and deed and of the entities they represent.

The Philippine Passport/Philippine government-issued ID of the Parties exhibited to me, the same bearing:

NAME	CTC NO.	PLACE OF ISSUE	DATE OF ISSUE
ANTONIO A. MORALES	Philippine Passport D0009237A	DFA Manila	07 December 2021
ERWIN C. MANARPIIS	Philippine Passport P0945679C	DFA Manila	15 July 2022

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my notarial seal on the day year and in the place above written.

Doc. No. 7
Page No. 1
Book No. V
Series of 2023

Rogelio J. Bolivar
ATTY. ROGELIO J. BOLIVAR
NOTARY PUBLIC IN QUEZON CITY
Commission No. ANNOTARY PUBLIC (2023-2024)
IBP O.R. No. 180815 MD 2023 & IBP O.R. No. 180816 MD 2024
PTR O.R. No. 3916669D 1/03/2023 Roll No. 33832 / TIN# 129-871-009
MCLE EXTENSION APRIL 15, 2022 UP TO APRIL 14, 2023 AS PER S.C. EN BANC B.M. NO. 850
Address: 31-F Harvard St. Cubao, Q.C.



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF TREATIES AND LEGAL AFFAIRS

OTLA-M-3216-2022

URGENT

MEMORANDUM FOR THE ASSISTANT SECRETARY, OAMSS

CC : The Assistant Secretary, OFMS
The Chairperson, BAC

FROM : 
DOMINGO P. NOLASCO
Assistant Secretary

SUBJECT : **Agreement for the Lease of Photocopying/Scanning Machines
for the Department of Foreign Affairs for CY 2023**

DATE : 28 December 2022

This refers to OAMSS' Memorandum OAMSS-PSSD-2022-12-015 dated 20 December 2022, requesting comments on the draft *Agreement for the Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs for CY 2023*.

OTLA finds the terms of the draft agreement to be generally **in order**, subject to the following recommendations:

1. Incorporation of the following provisions into the draft agreement, to protect the interests of the Department:
 - a. It is understood that there exists no employer-employee relationship between the Procuring Entity and the Contractor and their respective officers, employees and representatives.
 - b. Any other contract or agreement entered into by the Contractor and a third party for the implementation of this Agreement shall be exclusively between such parties, to the exclusion of the Procuring Entity. The Contractor warrants

that it shall hold free and harmless the Procuring Entity from any and all such suits, and in no event shall it be held liable to such third parties for any special, incidental, indirect, consequential or punitive damages relating to the conduct or completion of the project.

- c. Both parties warrant that they have not assigned and will not assign to any third party any cause of action, obligation, or demand of any nature whatsoever relating to any matter covered by this Agreement without the prior written consent of the other party.
- d. This Agreement, the GCC, Special Conditions of the Contract (SCC) and the Technical Specifications encapsulate the full agreement between the Parties and any subsequent alteration, modification or amendment of the aforementioned documents or any of their provisions shall be subject to mutual consent of both Parties and shall be made in writing.
- e. This Agreement shall be binding on the parties' respective successors or assigns.
- f. The Parties agree that if any provision of this Agreement is judicially declared to be void, invalid, or otherwise unenforceable, said provision shall not invalidate the remaining provisions thereof. The parties shall, subject to their mutual agreement, promptly amend this Agreement and/or execute such additional documents as may be necessary to give legal effect to the void, invalid or unenforceable provision in a manner that, when taken with the remaining provisions, will achieve the intended purpose of the void, invalid or otherwise unenforceable provision.
- g. This Agreement shall be governed, construed, and enforced in accordance with Philippine laws, rules and regulations.
- h. The Parties shall exert their best efforts to amicably resolve and settle in good faith any dispute arising out of or in relation to this Agreement through negotiations. In the event that an amicable settlement cannot be reached within sixty (60) days from the date on which either Party has served written notice thereof on the other party, the Parties agree to settle the matter with finality by submitting the same for arbitration in accordance with the Philippine Dispute Resolution Center, Inc.'s (PDRCI) rules and regulations, and shall be governed by Philippine law. The arbitration proceedings, including all records, documents, pleadings, orders and judgments filed or rendered in pursuant thereto, shall be kept confidential and shall be in the English language. Nothing in this Agreement shall prevent the Parties from applying to a Philippine court of a competent jurisdiction for provisional or interim measures or injunctive relief as may be necessary to safeguard the property or rights, as may be the subject matter of the dispute. The seat and venue of arbitration and/or court proceedings shall be in Pasay City, Metro Manila, Philippines to the exclusion of all other venues.

2. Attachment of Annex H – General Conditions of the Contract and Annex I – Special Conditions of the Contract into the Agreement.
3. OAMSS is reminded to complete the inclusive dates of the Agreement upon its finalization.
4. Modification of the title of document in the Acknowledgement Portion from “Agreement for the Department’s Lease of Photocopier Machines for CY 2023” to “Agreement for the Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs for CY 2023”, for consistency.

OTLA defers to **OFMS** on the financial aspects, to **OAMSS** on technical aspects, and to **BAC** on procurement matters.

For the Assistant Secretary’s consideration and appropriate action.



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

OAMSS-PSSD-2022-12-015

MEMORANDUM FOR THE ASSISTANT SECRETARY, OTLA

CC : The Assistant Secretary, OFMS
The Chairperson, BAC
The Head, BAC Secretariat

FROM :  **MEDARDO G. MACARAIG**
Assistant Secretary

SUBJECT : **Agreement for the Lease of Photocopying/Scanning
Machines for the Department of Foreign Affairs for CY 2023**

DATE : 20 December 2022

Attached, for OTLA's comments, is the draft Agreement for the Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs for CY 2023. Also attached, for reference, are relevant documents.

For the Assistant Secretary's consideration.

Enclosures: As stated.

RECEIVED
Department of Foreign Affairs
Office of Treaties
and Legal Affairs
Date:
By: 21 DEC 2022



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

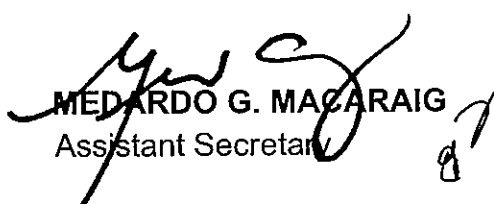
OFFICE OF ASSET MANAGEMENT AND SUPPORT SERVICES

OAMSS-PSSD-2022-12-015

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CC : The Assistant Secretary, OFMS
The Chairperson, BAC
The Head, BAC Secretariat

FROM :


MEDARDO G. MACARAIG
Assistant Secretary

SUBJECT :

**Agreement for the Lease of Photocopying/Scanning
Machines for the Department of Foreign Affairs for CY 2023**

DATE :

20 December 2022

Attached, for OTLA's comments, is the draft Agreement for the Lease of Photocopying/Scanning Machines for the Department of Foreign Affairs for CY 2023. Also attached, for reference, are relevant documents.

For the Assistant Secretary's consideration.

Enclosures: As stated.



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

COMPANY REG. NO. CS200606472

**CERTIFICATE OF FILING
OF
AMENDED ARTICLES OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the amended articles of incorporation of the

OTUS COPY SYSTEMS, INC.
(Amending Articles II Primary Purpose & III thereof.)

copy annexed, adopted on January 03, 2014 by majority vote of the Board of Directors and by the vote of the stockholders owning or representing at least two-thirds of the outstanding capital stock, and certified under oath by the Corporate Secretary and a majority of the Board of Directors of the corporation was approved by the Commission on this date pursuant to the provision of Section 16 of the Corporation Code of the Philippines, Batas Pambansa Blg. 68, approved on May 1, 1980, and copies thereof are filed with the Commission.

Unless this corporation obtains, or already has obtained the appropriate Secondary License from this Commission, this Certificate does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Mandaluyong City, Metro Manila, Philippines, this 29th day of January, Twenty Fourteen.


FERDINAND B. SALES

Acting Director

Company Registration and Monitoring Department



CERTIFIED ORIGINAL / TRUE COPY

AUTHORIZED REPRESENTATIVE(S)

COVER SHEET

200606472

S.E.C. Registration Number

OTUS COPY SYSTEMS, INCORPORATED

(Company's Full Name)

567 SHAW BLVD., WACK-WACK, EAST

GREENHILLS, MANDALUYONG CITY

(Business Address: No. Street-City / Town / Province)

Erwin C. Manarpiis

Contact Person

723.8726 / 723.4486

Company Telephone Number

1231

Month Day
Fiscal Year

AAI

FORM TYPE

0430

Month Day
Annual Meeting

Secondary License Type, if Applicable

Dept. Requiring this Doc.

Amended Article's Number/Section

5

Total No. of Stockholders

Total Amount of Borrowings:

Domestic

Foreign

To be accomplished by SEC Personnel concerned

File Number

Document I.D.

LCU

Cashier

STAMPS

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AUTHORIZED REPRESENTATIVE(S)

SEC EXPRESS LANE
TRADING

(AMENDED)
ARTICLES OF INCORPORATION
OF

OTUS COPY SYSTEMS, INC.

(Name of Corporation)

Know All Men By These Presents:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a stock corporation under the laws of the Republic of the Philippines.

THAT WE HEREBY CERTIFY:

FIRST : That the name of this corporation shall be :

OTUS COPY SYSTEMS, INC.

SECOND : A. That the primary purpose of this corporation is

to engage in the business of trading of goods such as Office Equipment, Software and Device Rental Services on wholesale/retail basis. (As Amended, Jan. 03, 2014)

B. That the corporation shall have all the express powers of a corporation as provided for under Section 36 of the Corporation Code of the Philippines.

THIRD : That the place where the principal office of the corporation is to be established is at :

No./Street UD9 David II Bldg., 567 Shaw Blvd. (If Applicable)
(As Amended, Jan. 03, 2014)

City/Town Mandaluyong Province : Metro Manila

FOURTH: That the term for which the corporation is to exist is fifty (50) years from and after the date of issuance of the certificate of incorporation.

*(Delete "Retail" if with Foreign Equity) (Enumerate maximum of three (3) goods)
(If Foreign Equity is more than 40% of the Outstanding Capital Stock, file with Regular Lane)*

(NOTE: Express Lane will receive only forms with typewritten entries. For Express Lane purposes, incorporators/ directors should be limited to five (5). Otherwise, file with the Regular Lane)

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AUTHORIZED REPRESENTATIVE(S)

FIFTH: That the names, nationalities, and residences of the incorporators are as follows:

Name	Nationality	Residence (Complete Address)
1 CARLOS NOVO S. DOMINGO	FILIPINO	UD-1E, David 11 Building, 567 Shaw Blvd., Mandaluyong City
2 ERWIN MANARPIIS	FILIPINO	8 Mil-Flores Drive, Beverly Hills, Antipolo City
3 JUANITO BACARRO	FILIPINO	B8 152 Veraville Villa Grande, Classic V, Barrios St., Talon II, Las Piñas City
4 FERNANDO DELA CRUZ	FILIPINO	Blk 10 Lot 9 Matthew St., Addas 2C, Molino, Bacoor City, Cavite
5 JINKY MANARPIIS	FILIPINO	8 Mil-Flores Drive, Beverly Hills, Antipolo City

SIXTH: That the number of directors of the corporation is Five (5) who are also the incorporators.

SEVENTH: That the authorized capital stock of the corporation is EIGHTEEN MILLION (P. 18,000,000.00) pesos in lawful money of the Philippines, divided into ONE HUNDRED EIGHTY THOUSAND (180,000) shares with the par value of ONE HUNDRED (P. 100.00) pesos per share.

EIGHTH: That the subscribers to the capital stock and the amount paid - in to their subscriptions are as follows:

Name	Nationality	No. of Shares Subscribed	Amount Subscribed	Amount Paid
CARLOS NOVO S. DOMINGO	FILIPINO	20,000	2,000,000	500,000
ERWIN MANARPIIS	FILIPINO	12,000	1,200,000	300,000
JUANITO BACARRO	FILIPINO	4,000	400,000	100,000
FERNANDO DELA CRUZ	FILIPINO	2,800	280,000	70,000
JINKY MANARPIIS	FILIPINO	3,000	300,000	75,000
BLENN BACARRO	FILIPINO	2,000	200,000	50,000
ROBERT MICHAEL GARCIA	FILIPINO	800	80,000	20,000
FRANCISCO ONDOY	FILIPINO	400	40,000	10,000
Total		45,000	₱ 4,500,000	₱ 1,125,000

(Reminder: At least 25 % of the Authorized Capital Stock should be subscribed and at least 25 % of the Subscribed should be paid)

* corrections / erasures made by Erwin C. Manarpiis

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AUTHORIZED REPRESENTATIVE(S)

NINTH: That no transfer of stock or interest which would reduce the ownership of Filipino citizens to less than the required percentage of the capital stock as provided by existing laws shall be allowed or permitted to be recorded in the proper books of the corporation and this restriction shall be indicated in all the stocks certificates issued by the corporation.

TENTH: That JINKY E. MANARPLIS has been elected by the subscribers as treasurer of the corporation to act as such until his successor is duly elected and qualified in accordance with the by-laws; and that as such Treasurer, he / she has been authorized to receive for and in the name and for the benefit of the corporation, all subscriptions paid in by the subscribers.

ELEVENTH: That the corporation manifests its willingness to change its corporate name in the event another person, firm or entity has acquired a prior right to use the said firm name or one deceptively or confusingly similar to it.

In Witness whereof, we have set our hands this 7th day of April 2006 at Mandaluyong City.

[Signature]
CARLOS NOVO DOMINGO

[Signature]
ERWIN MANARPLIS

[Signature]
JUANITO BACARRO

[Signature]
FERNANDO DILA CRUZ

[Signature]
BLENN BACARRO
STOCKHOLDER

[Signature]
JINKY E. MANARPLIS

WITNESSES:

Date: 23-1-2014 Time: 11:27:35 AM

[Signature]
ROBERT MICHAEL P. GARCIA
STOCKHOLDER

[Signature]
FRANCISCO P. ONDOY
STOCKHOLDER

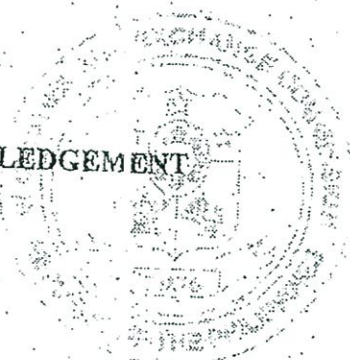
(All incorporators appearing on the fifth article and the two witnesses should affix their signatures on the blanks provided in this page above their respective names.)

Ⓢ corrections / erasures done by Erwin Manarplis

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AUTHORIZED REPRESENTATIVE(S)

Joel G. Manarpiis

ACKNOWLEDGEMENT



Republic of the Philippines)
S.S.
QUEZON CITY

BEFORE ME, a Notary Public in and for **QUEZON CITY** Philippines, this
day of **APR 19 2006** personally appeared :

Name Community Tax Certificate No. Date & Place Issued

CARLOS NOVO S. DOMINGO	09765149	01/09/06 - Mandaluyong City
ERWIN C. MANARPIIS	09765164	01/09/06 - Mandaluyong City
JUANITO A. BACARRO	14901101	03/03/06 - Las Piñas City
JENKY E. MANARPIIS	09765151	01/09/06 - Mandaluyong City
FERNANDO DELA CRUZ	16362211	02/15/06 - Cavite
ELENN BACARRO	14907130	04/06/06 - Las Piñas City

all known to me and to me known to be the same persons who executed the foregoing Articles of Incorporation and they acknowledged to me that the same is their free and voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.



JOEL G. GORDOLA 27 37 AM
NOTARY PUBLIC
UNTIL **096/36/2006**
ROLL # **25103**
PTR NO. **7071217 V2/06/9C**
Tax Name: **0617781000**

Doc. No. 41
Page No. 9
Book No. 00
Series of 00

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AUTHORIZED REPRESENTATIVE(S)

Republic of the Philippines)
City of MANILA S.S.

SECRETARY'S CERTIFICATE

I, **REYNALDO V. SILVINO**, of legal age, single/married, with mailing address c/o OTUS COPY SYSTEMS, INC. at UD9 David II Bldg., 567 Shaw Blvd., Wack-Wack, East Greenhills, Mandaluyong City, being duly sworn, depose and state that:

1. I am the duly elected and qualified Corporate Secretary of Otus Copy Systems, Inc., a corporation duly organized and existing under and by virtue of the Republic of the Philippines, with principal office at UD 9 David II Bldg., 567 Shaw Blvd., Wack-Wack, East-Greenhills, Mandaluyong City.
2. To the best of my knowledge, no action or proceeding has been filed or is pending before any Court involving an intra-corporate dispute and/or claim by any person or group against the Board of Directors, individual directors and/or major corporate officers of the Corporation as its duly elected and/or appointed directors or officers or vice versa.

Mandaluyong City, 3rd day of January, 2014.


REYNALDO V. SILVINO
Corporate Secretary

SUBSCRIBED AND SWORN TO before me on this 16 JAN 2014 day of _____ 2013,
in Philippines, affiant exhibiting to me his TIN 116-279-436-000 issued at Quezon City.


Notary Public
ATTY. RONALD SEGUNDINO C. CHING

NOTARY PUBLIC
ADMIN NO. 2011-009-UNTIL DEC. 31, 2014
ROLL NO. 54899
NO 945 BENAVIDEZ ST. BINONDO
PTR NO. MLA. 34267168-1/2/14
Book - 9-8
IBP NO. MLA. 923492-12/10/13
MCLE COMPLIANCE NO. 111-000

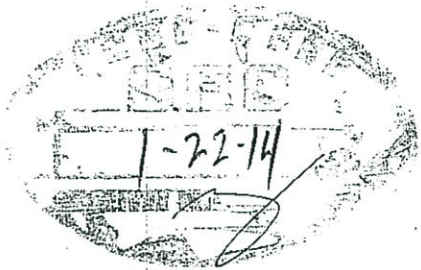
Doc. No. 378
Page No. 33
Book No. X
Series of 2014

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AUTHORIZED REPRESENTATIVE(S)

(STOCK CORPORATION)

DIRECTORS' CERTIFICATE



KNOW ALL MEN BY THESE PRESENTS:

We, the undersigned majority of the directors and the Corporate Secretary of OTUS COPY SYSTEMS, INC. do hereby certify that the Articles of Incorporation of said corporation was amended by a majority vote of the directors and the vote of stockholders representing at least two-thirds (2/3) of the outstanding capital stock at a meeting held on January 3, 2014 at the principal office of the corporation.

The amended provisions of the attached Amended Articles of Incorporation refer to SECOND : A . That the primary purpose of this corporation is to engage in the business of trading of goods such as Office Equipment, Software and Device Rental Services on wholesale / retail basis.

SECOND : B . That the place where the principal office of the corporation is to be established is at : UD9 David II Bldg., 567 Shaw Blvd., Wack-Wack, Mandaluyong City

In witness whereof, we have hereunto signed this certificate this 15 th day of January, 2014 at Mandaluyong City

Erwin C. Manarpiis
TIN: 147-604-814

Joey A. Francisco
TIN: 208-400-829

Reynaldo V. Silvino
TIN: 116-279-436

Jinky E. Manarpiis
TIN: 152-088-522

Mary Jane T. Mendoza
TIN: 172-803-097

TIN:

Reynaldo V. Silvino
Corporate Secretary
TIN: 116-279-436

TIN:

SUBSCRIBED AND SWORN to before me this 6 day of JAN 2014.
200 in MANILA by the above-named persons who exhibited to me their Community Tax Certificates as follows:

NAME	COMM. TAX CERT NO.	DATE/PLACE ISSUED
Erwin C. Manarpiis	22758964	01.14.2014 / Mandaluyong City
Joey A. Francisco	22758963	01.14.2014 / Mandaluyong City
Reynaldo V. Silvino	22750454	01.15.2014 / Mandaluyong City
Jinky E. Manarpiis	22750459	01.15.2014 / Mandaluyong City
Mary Jane T. Mendoza	22750458	01.15.2014 / Mandaluyong City

ATTY. RONALD SEGUNDINO C. CHING
NOTARY PUBLIC

ADMIN. NO. 2011-009 UNTIL DEC. 31, 2014
ROLL NO. 54899

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AUTHORIZED REPRESENTATIVE(S)



Republic of the Philippines
 Department of Finance
Securities and Exchange Commission
 SEC Bldg. EDSA, Greenhills, Mandaluyong City

COMPANY REGISTRATION AND MONITORING DEPARTMENT

IN THE MATTER OF : FOR THE VIOLATION OF THE
 OTUS COPY SYSTEMS, INC. : CORPORATION CODE OF THE PHILIPPINES
 : AND THE SEC GUIDELINES ON
 : REPORTORIAL REQUIREMENTS

SEC Registration No. CS200606472
 X-----X

CONFIRMATION OF PAYMENT OF FINES

The OTUS COPY SYSTEMS, INC., registered on May 03, 2006, violated the Corporation Code of the Philippines and the SEC Guidelines on Reportorial Requirements by failing to submit/register the following within the prescribed period:

REQUIREMENTS	NOTED DEFICIENCIES YEARS COVERED	
	NOT FILED	FILED LATE
General Information Sheet		2011
Stock and Transfer Book	Registered Late	

The corporation was directed to pay a total fine of P 3,500.00 paid on July 29, 2013 under Official Receipt No. 0937365.

This serves as a confirmation that the corporation has paid the fines for its failure to comply with the above-stated requirements.

It is warned that if the corporation commits a similar violation in the future, the Commission shall be constrained to impose heavier penalties on the corporation and/or its responsible officers.

Mandaluyong City, Philippines. 30 July 2013.

For the Director:

M
 MARY ANNE V. MORALES - LAGURA
 Officer-in-Charge

Date: 20-1-2014 11:56:6 PM
 Compliance Monitoring Division

www.sec.gov.ph

User Name: four5

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REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
 SEC Building, EDSA, Greenhills
 City of Mandaluyong, Metro Manila



COMPANY REG. NO. CS200606472

CERTIFICATE OF INCORPORATION

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the Articles of Incorporation and By-Laws of

OTUS COPY SYSTEMS, INC.

were duly approved by the Commission on this date upon the issuance of this Certificate of Incorporation in accordance with the Corporation Code of the Philippines (Batas Pambansa Blg.68), and copies of said Articles and By-Laws are hereto attached.

This Certificate grants juridical personality to the corporation but does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company, pre-need plan issuer, general agent in pre-need plans and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

As a registered corporation, it shall submit annually to this Commission the reports indicated at the back of this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of this Commission to be affixed at Mandaluyong City, Metro Manila, Philippines, this 3rd day of May, Two Thousand Six 2012 Time: 1:46:27 PM

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For SEC use only:
 GS2000 (PSIC AS reserved)

BENITO A. CATARAN OTUS, COP
 Director

Company Registration and Monitoring Department

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AUTHORIZED REPRESENTATIVE(S)

COVER SHEET

Ms. Terrado 4-24 10:45
Ms. Cabatic 4-21 2:35
4-19 3:08

S.E.C. Registration Number

OTUS COPY SYSTEMS INCORPORATED

(Company's Full Name)

D1 DAVID 2 BLDG. 567 SHAW BLVD.
WACK - WACK MANDALUYONG CITY

(Business Address: No. Street City / Town / Province)

ERWIN C. MANARPIIS

Contact Person

723-8726

Company Telephone Number

12 31
Month Day
Fiscal Year

AI & B L
FORM TYPE

04 30
Month Day
Annual Meeting

Secondary License Type, if Applicable

Dept. Requiring this Doc.

Amended Articles Number/Section

15
Total No. of Stockholders

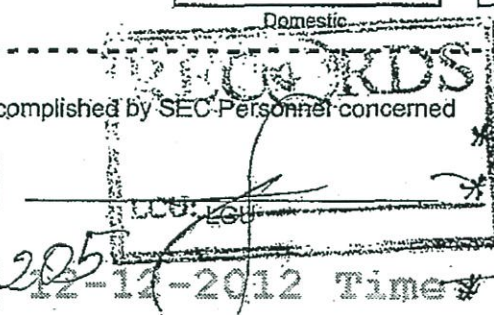
Total Amount of Borrowings

Domestic Foreign

To be accomplished by SEC Personnel concerned

File Number

20060427
Document I.D.



Cashier

* correct corporate name
* Dist. V - no corporation
as incorporator allowed
* all incorporators must
sign in the by laws

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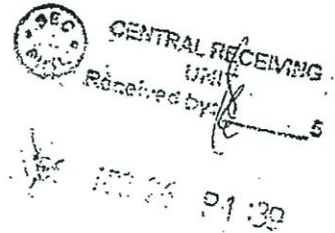
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VERIF AUTHORIZED REPRESENTATIVE(S)

Erwin C. Manarpiis
Erwin C. Manarpiis
Erwin C. Manarpiis
Erwin C. Manarpiis

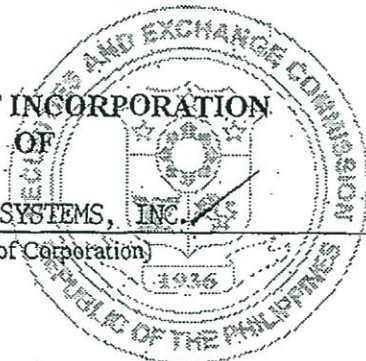
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ARTICLES OF INCORPORATION



OTUS COPY SYSTEMS, INC.
(Name of Corporation)

Know All Men By These Presents:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a stock corporation under the laws of the Republic of the Philippines.

THAT WE HEREBY CERTIFY :

FIRST: That the name of this corporation shall be:

OTUS COPY SYSTEMS, INC.

SECOND: A. That the primary purpose of this corporation is

to engage in the business of trading of goods such as Photocopiers, Consumables, Parts on wholesale / retail basis.

B. That the corporation shall have all the express powers of a corporation as provided for under Section 36 of the Corporation Code of the Philippines.

THIRD: That the place where the principal office of the corporation is to be established is at :

No./Street D1 DAVID 2 BLDG., 567 SHAW BLVD., (If Applicable)

City/Town MANDALUYONG Province METRO MANILA

FOURTH: That the term for which the corporation is to exist is fifty (50) years from and after the date of issuance of the certificate of incorporation.

Date: 12-12-2012 Time: 1:46:31 PM

www.sec.gov.ph (Delete "Retail" if with Foreign Equity) (Enumerate maximum of three (3) goods) OTUS, COPY
(If Foreign Equity is more than 40% of the Outstanding Capital Stock, file with Regular Lane)

(NOTE: Express Lane will receive only forms with typewritten entries. For Express Lane purposes, incorporators/directors should be limited to five (5). Otherwise, file with Regular Lane)

ALL ENTRIES SHOULD
BE TYPEWRITTEN

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VERIFIED BY _____

July E. Marayon
[Signature]
[Signature]
[Signature]
[Signature]

FIFTH: That the names, nationalities, and residences of the incorporators are as follows:

Name	Nationality	Residence (Complete Address)
1 CARLOS NOVO S. DOMINGO	FILIPINO	UD-11, David 11 Building, 567 Shaw Blvd., Mandaluyong City
2 ERWIN MANARPIIS	FILIPINO	8 Mil-Flores Drive, Beverly Hills, Antipolo City
3 JUANITO BACARRO	FILIPINO	B8 L52 Veraville Villa Grande, Classic V, Barrios St., Talon II, Las Piñas City
4 FERNANDO DELA CRUZ	FILIPINO	Blk 10 Lot 9 Matthew St., Addas 2C, Molino, Bacoor City, Cavite
5 JINKY MANARPIIS	FILIPINO	8 Mil-Flores Drive, Beverly Hills, Antipolo City

SIXTH: That the number of directors of the corporation is Five (5) who are also the incorporators.

SEVENTH: That the authorized capital stock of the corporation is EIGHTEEN MILLION (P. 18,000,000.00) pesos in lawful money of the Philippines, divided into ONE HUNDRED EIGHTY THOUSAND (180,000) shares with the par value of ONE HUNDRED (P. 100.00) pesos per share.

EIGHTH: That the subscribers to the capital stock and the amount paid - in to their subscriptions are as follows:

Name	Nationality	No. of Shares Subscribed	Amount Subscribed	Amount Paid
CARLOS NOVO S. DOMINGO	FILIPINO	20,000	2,000,000	500,000
ERWIN MANARPIIS	FILIPINO	12,000	1,200,000	300,000
JUANITO BACARRO	FILIPINO	4,000	400,000	100,000
FERNANDO DELA CRUZ	FILIPINO	2,800	280,000	70,000
JINKY MANARPIIS	FILIPINO	3,000	300,000	75,000
BLENN BACARRO	FILIPINO	2,000	200,000	50,000
ROBERT MICHAEL GARCIA	FILIPINO	800	80,000	20,000
FRANCISCO ONDOY	FILIPINO	400	40,000	10,000

Total

45,000 ₱ 4,500,000 ₱ 1,125,000

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(Reminder: At least 25% of the Authorized Capital Stock should be subscribed and at least 25% of the Subscribed should be paid)

p. 2

* corrections / erasures, made by Erwin C. Manarpiis done

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VERIFIED BY

NINTH: That no transfer of stock or interest which would reduce the ownership of Filipino citizens to less than the required percentage of the capital stock as provided by existing laws shall be allowed or permitted to be recorded in the proper books of the corporation and this restriction shall be indicated in all the stocks certificates issued by the corporation.

TENTH That JINKY E. MANARPIIS has been elected by the subscribers as treasurer of the corporation to act as such until his successor is duly elected and qualified in accordance with the by-laws; and that as such Treasurer, he / she has been authorized to receive for and in the name and for the benefit of the corporation, all subscriptions paid in by the subscribers.

ELEVENTH: That the corporation manifests its willingness to change its corporate name in the event another person, firm or entity has acquired a prior right to use the said firm name or one deceptively or confusingly similar to it.

In Witness whereof, we have set our hands this 7th day of April 20 06 at Mandaluyong City.

CARLOS NOVO DOMINGO

ERWIN MANARPIIS

JUANITO BACARRO

FERNANDO DILA CRUZ

BLENN BACARRO
STOCKHOLDER

JINKY E. MANARPIIS

WITNESSES:

Date: 12-12-2012 Time: 1:46:34 PM

ROBERT MICHAEL P. GARCIA
STOCKHOLDER

FRANCESCO P. ONDOY
STOCKHOLDER

www.seo.gov.ph
(All incorporators appearing on the fifth article and the two witnesses should affix their signatures on the blanks provided in this page above their respective names.)

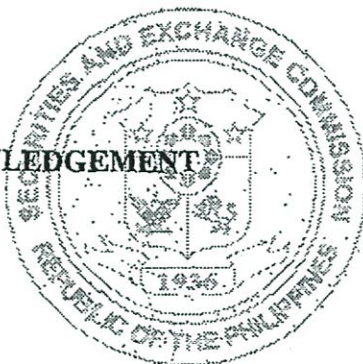
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Ⓞ corrections / erasures done by Erwin Manarpiis

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ACKNOWLEDGEMENT



Republic of the Philippines)
QUEZON CITY S.S.

BEFORE ME, a Notary Public in and for QUEZON CITY Philippines, this
 day of APR 19 2006 personally appeared:

Name	Community Tax Certificate No.	Date & Place Issued
CARLOS NOVO S. DOMINGO	09765149	01/09/06 - Mandaluyong City
ERWIN G. MANARPIIS	09765164	01/09/06 - Mandaluyong City
JUANITO A. BACARRO	14901101	03/03/06 - Las Piñas City
JENKY E. MANARPIIS	09765151	01/09/06 - Mandaluyong City
FERNANDO DELA CRUZ	16362211	02/15/06 - Cavite
BLENN BACARRO	14907130	04/06/06 - Las Piñas City

all known to me and to me known to be the same persons who executed the foregoing Articles of Incorporation and they acknowledged to me that the same is their free and voluntary act and deed.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.



JOEL G. GORDOLA 46:35 PM
 NOTARY PUBLIC
 UNTIL Dec 31 2006
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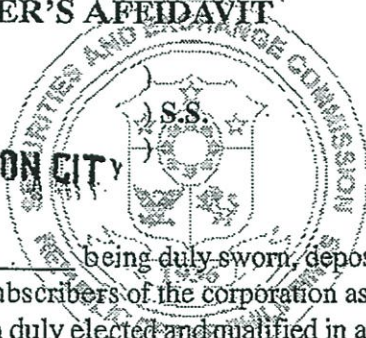
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 Series of 10

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 VERIFIED BY [Signature]

TREASURER'S AFFIDAVIT

REPUBLIC OF THE PHILIPPINES
CITY/MUNICIPALITY OF
PROVINCE OF

QUEZON CITY



I, JINKY E. MANARPIIS being duly sworn, depose and say :

That I have been elected by the subscribers of the corporation as Treasurer thereof, to act as such until my successor has been duly elected and qualified in accordance with the by-laws of the corporation, and that as such Treasurer, I hereby certify under oath that at least 25% of the authorized capital stock of the corporation has been subscribed and at least 25% of the subscription has been paid, and received by me in cash / property for the benefit and credit of the corporation.

This is also to authorize the Securities and Exchange Commission and Bangko Sentral Ng Pilipinas to examine and verify the deposit in the INTERNATIONAL EXCHANGE BANK WACK-WACK, MANDALUYONG CITY
(Name of Bank) (Branch)

in my name as treasurer in trust for the OTUS COPY SYSTEMS, INC.
(Name of Corporation)

in the amount of One Million One Hundred Twenty Five Thousand Pesos (P 1,125,000.00)

representing the paid-up capital of the said corporation which is in the process of incorporation. This authority is valid and inspection of said deposit may be made even after the issuance of the Certificate of Incorporation to the corporation. Should the deposit be transferred to another bank prior to or after incorporation, this will also serve as authority to verify and examine the same. The representative of the Securities and Exchange Commission is also authorized to examine the pertinent books and records of accounts of the corporation as well as all supporting papers to determine the utilization and disbursement of the said paid-up capital.

In case the said paid-up capital is not deposited or withdrawn prior to the approval of the articles of incorporation, I, in behalf of the above named corporation, waive our right to a notice and hearing in the revocation of our Certificate of Incorporation.

Jinky E. Manarpiis
JINKY E. MANARPIIS
Treasurer

SUBSCRIBED AND SWORN to before me this 19 day of APR, 2006
at QUEZON CITY, Philippines, affiant exhibiting to me his Community
Tax Certificate No. 09765151 issued at mand. city, on 1-9-06

JOEL G. BORDOLA NOTARY PUBLIC

NOTARY PUBLIC Until December 31, 2006

UNTIL DEC. 31, 2006
ROLL # 25103

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Jinky E. Manarpiis

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Page No. 9 ;
Book No. W ;
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BY-LAWS
OF



OTUS COPY SYSTEMS, INC.
(Name of Corporation)

ARTICLE I

SUBSCRIPTION, ISSUANCE AND TRANSFER OF SHARES

Section 1. Subscriptions - Subscribers to the capital stock of the corporation shall pay the value of the stock in accordance with the terms and conditions prescribed by the Board of Directors. Unpaid subscriptions shall not earn interest unless determined by the Board of Directors.

Section 2. Certificate - The stockholder shall be entitled to one or more certificates for fully paid stock subscription in his name in the books of the corporation. The certificates shall contain the matters required by law and the Articles of Incorporation. They shall be in such form and design as may be determined by the Board of Directors and numbered consecutively. The certificate shall be signed by the President, countersigned by the Secretary or Assistant Secretary, and sealed with the corporate seal.

Section 3. Transfer of Shares - Subject to the restrictions, terms and conditions contained in the Articles of Incorporation, shares may be transferred, sold, assigned or pledged by delivery of the certificates duly indorsed by the stockholder, his attorney-in-fact, or other legally authorized person. The transfer shall be valid and binding on the corporation only upon record thereof in the books of the corporation. The Secretary shall cancel the stock certificates and issue new certificates to the transferee.

No share of stock against which the corporation holds unpaid claim shall be transferable in the books of the corporation.

All certificates surrendered for transfer shall be stamped "Cancelled" on the face thereof, together with the date of cancellation, and attached to the corresponding stub with the certificate book.

Section 4. Lost Certificates - In case any stock certificate is lost, stolen, or destroyed, a new certificate may be issued in lieu thereof in accordance with the procedure prescribed under Section 73 of the Corporation Code.

Julio E. Marayin

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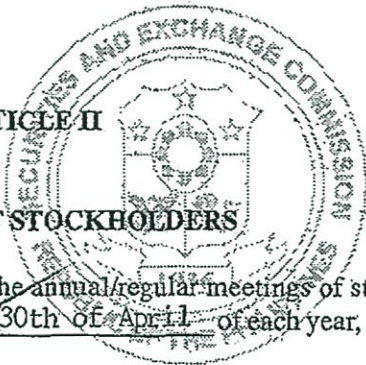
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ARTICLE II

MEETINGS OF STOCKHOLDERS



Section 1. Annual / Regular Meetings - The annual/regular meetings of stockholders shall be held at the principal office on every 30th of April of each year, if a legal holiday, then on the day following.

Section 2. Special Meeting - The special meetings of stockholders, for any purpose or purposes, may at any time be called by any of the following: (a) Board of Directors, at its own instance, or at the written request of stockholders representing a majority of the outstanding capital stock, (b) President.

Section 3. Place of Meeting - Stockholders meetings, whether regular or special, shall be held in the principal office of the corporation or at any place designated by the Board of Directors in the city or municipality where the principal office of the corporation is located.

Section 4. Notice of Meeting - Notices for regular or special meetings of stockholders may be sent by the Secretary by personal delivery or by mail at least two (2) weeks prior to the date of the meeting to each stockholder of record at his last known address. The notice shall state the place, date and hour of the meeting, and the purpose or purposes for which the meeting is called.

When the meeting of stockholders is adjourned to another time or place, it shall not be necessary to give any notice of the adjourned meeting if the time and place to which the meeting is adjourned are announced at the meeting at which the adjournment is taken. At the reconvened meeting, any business may be transacted that might have been transacted on the original date of the meeting.

Section 5. Quorum - Unless otherwise provided by law, in all regular or special meeting of stockholders, a majority of the outstanding capital stock must be present or represented in order to constitute a quorum. If no quorum is constituted, the meeting shall be adjourned until the requisite amount of stock shall be present.

Section 6. Conduct of Meeting - Meeting of the stockholders shall be presided over by the President, or in his absence, by a chairman to be chosen by the stockholders. The Secretary, shall act as Secretary of every meetings, but if not present, the chairman of the meeting shall appoint a secretary of the meeting.

Section 7. Manner of Voting - At all meetings of stockholders, a stockholder may vote in person or by proxy. Unless otherwise provided in the proxy, it shall be valid only for the meeting at which it has been presented to the Secretary. All proxies must be in the hands of the Secretary before the time set for the meeting. Proxies filed with the Secretary may be revoked by the stockholders either in an instrument in writing duly presented and recorded with the Secretary, prior to a scheduled meeting or by their personal presence at the meeting.

July 2 Manarjin

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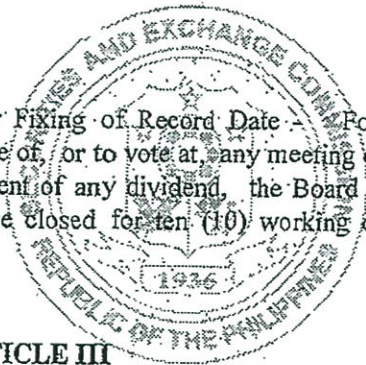
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Section 8. Closing of Transfer Books or Fixing of Record Date - For the purpose of determining the stockholders entitled to notice of, or to vote at, any meeting of stockholders or any adjournment thereof or to receive payment of any dividend, the Board of Directors may provide that the stock and transfer books be closed for ten (10) working days immediately preceding such meeting.



ARTICLE III

BOARD OF DIRECTORS

Section 1. Powers of the Board - Unless otherwise provided by law, the corporate powers of the corporation shall be exercised, all business conducted and all property of the corporation controlled and held by the Board of Directors to be elected by and from among the stockholders. Without prejudice to such powers as may be granted by law, the Board of Directors shall also have the following powers:

- a.) From time to time; to make and change rules and regulations not inconsistent with these by-laws for the management of the corporation's business and affairs;
- b.) To purchase, receive, take or otherwise acquire for and in the name of the corporation, any and all properties, rights, or privileges, including securities and bonds of other corporations, for such consideration and upon such terms and conditions as the Board may deem proper or convenient;
- c.) To invest the funds of the corporation in other corporations or for purposes other than those for which the corporation was organized, subject to such stockholders approval as may be required by law;
- d.) To incur such indebtedness as the Board may deem necessary, to issue evidence of indebtedness including without limitation, notes, deeds of trust, bonds, debentures, or securities, subject to such stockholders approval as may be required by law, and/or pledge, mortgage, or otherwise encumber all or part of the properties of the corporation;
- e.) To establish pension, retirement, bonus, or other types of incentives or compensation plans for the employees, including officers and directors of the corporation;
- f.) To prosecute, maintain, defend, compromise or abandon any lawsuit in which the corporation or its officer are either plaintiffs or defendants in connection with the business of the corporation;

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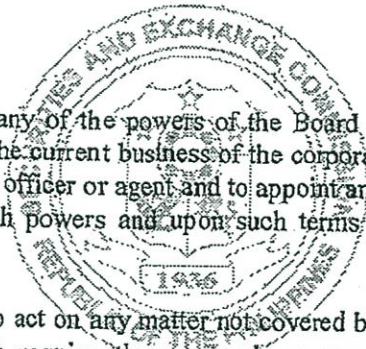
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g.) To delegate, from time to time, any of the powers of the Board which may lawfully be delegated in the course of the current business of the corporation to any standing or special committee or to any officer or agent and to appoint any person to be agent of the corporation with such powers and upon such terms as may be deemed fit;

h.) To implement these by-laws and to act on any matter not covered by these by-laws, provided such matter does not require the approval or consent of the stockholders under the Corporation Code.

Section 2. Election and Term - The Board of Directors shall be elected during each regular meeting of stockholders and shall hold office for one (1) year and until their successors are elected and qualified.

Section 3. Vacancies - Any vacancy occurring in the Board of Directors other than by removal by the stockholders or by expiration of term, may be filled by the vote of at least a majority of the remaining directors, if still constituting a quorum; otherwise, the vacancy must be filled by the stockholders at a regular or at any special meeting of stockholders called for the purpose. A director so elected to fill a vacancy shall be elected only for the unexpired term of his predecessor in office.

The vacancy resulting from the removal of a director by the stockholders in the manner provided by law may be filled by election at the same meeting of stockholders without further notice, or at any regular or at any special meeting of stockholders called for the purpose, after giving notice as prescribed in these by-laws.

Section 4. Meetings - Regular meetings of the Board of Directors shall be held once a month on such dates and at places as the Chairman of the Board, or upon the request of a majority of the Directors.

Section 5. Notice - Notice of the regular or special meeting of the Board, specifying the date, time and place of the meeting, shall be communicated by the Secretary to each director personally, or by telephone, telegram, or by written message. A director may waive this requirement, either expressly or impliedly.

Section 6. Quorum - A majority of the number of directors as fixed in the Articles of Incorporation shall constitute a quorum for the transaction of corporate business and every decision of at least a majority of the directors present at a meeting at which there is a quorum shall be valid as a corporate act, except for the election of officers which shall require the vote of a majority of all the members of the Board.

Section 7. Conduct of the Meetings - Meetings of the Board of Directors shall be presided over by the Chairman of the Board, or in his absence, by any other director chosen by the Board. The Secretary, shall act as secretary of every meeting, if not present, the Chairman of the meeting, shall appoint a secretary of the meeting.

Johy E. Manarjan

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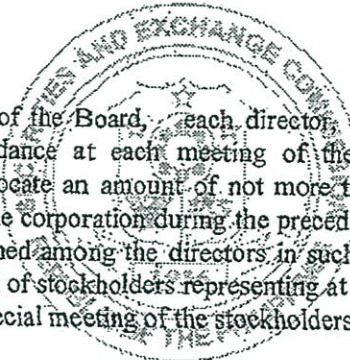
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Section 8. Compensation - By resolution of the Board, each director shall receive a reasonable per diem allowance for his attendance at each meeting of the Board. As compensation, the Board shall receive and allocate an amount of not more than ten percent (10%) of the net income before income tax of the corporation during the preceding year. Such compensation shall be determined and apportioned among the directors in such manner as the Board may deem proper, subject to the approval of stockholders representing at least a majority of the outstanding capital stock at a regular or special meeting of the stockholders.

ARTICLE IV

OFFICER

Section 1. Election / Appointment - Immediately after their election, the Board of Directors shall formally organize by electing the President, the Vice-President, the Treasurer, and the Secretary at said meeting.

The Board may, from time to time, appoint such other officers as it may determine to be necessary or proper. Any two (2) or more compatible positions may be held concurrently by the same person, except that no one shall act as President and Treasurer or Secretary at the same time.

Section 2. President - The President shall be the Chief Executive Officer of the corporation and shall exercise the following functions:

- a.) To preside at the meetings of the stockholders;
- b.) To initiate and develop corporate objectives and policies and formulate long range projects, plans and programs for the approval of the Board of Directors, including those for executive training, development and compensation;
- c.) To supervise and manage the business affairs of the corporation upon the direction of the Board of Directors;
- d.) To implement the administrative and operational policies of the corporation under his supervision and control;
- e.) To appoint, remove, suspend or discipline employees of the corporation, prescribe their duties, and determine their salaries;
- f.) To oversee the preparation of the budgets and the statements of accounts of the corporation;

g.) To represent the corporation at all functions and proceedings.

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E. Manarjan

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- h.) To execute on behalf of the corporation all contracts, agreements and other instruments affecting the interests of the corporation which require the approval of the Board of Directors.
- i.) To make reports to the Board of Directors and stockholders;
- j.) To sign certificates of stock;
- k.) To perform such other duties as are incident to his office or are entrusted to him by the Board of Directors.

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Section 4. The Vice-President - He shall, if qualified, act as President in the absence of the latter. He shall have such other powers and duties as may from time to time be assigned to him by the Board of Directors or by the President.

Section 5. The Secretary - The Secretary must be a resident and a citizen of the Philippines. He shall have the following specific powers and duties:

- a.) To record the minutes and transactions of all meetings of the directors and the stockholders and to maintain minute books of such meetings in the form and manner required by law;
- b.) To keep record books showing the details required by law with respect to the stock certificates of the corporation, including ledgers and transfer books showing all shares of the corporation subscribed, issued and transferred;
- c.) To keep the corporate seal and affix it to all papers and documents requiring a seal, and to attest by his signature all corporate documents requiring the same;
- d.) To attend to the giving and serving of all notices of the corporation required by law or these by-laws to be given;
- e.) To certify to such corporate acts, countersign corporate documents or certificates, and make reports or statements as may be required of him by law or by government rules and regulations.
- f.) To act as inspector at the election of directors and, as such, to determine the number of shares of stock outstanding and entitled to vote, the shares of stock represented at the meeting, the existence of a quorum, the validity and effect of proxies, and to receive votes, ballots or consents, hear and determine questions in connection with the right to vote, count and tabulate all votes, determine the result, and do such acts as are proper to conduct the election.

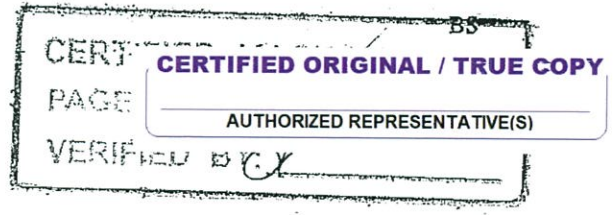
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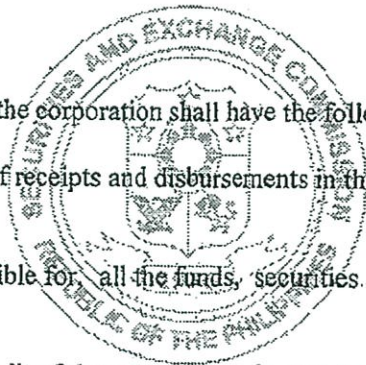
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g.) To perform such other duties as are incident to his office or as may be assigned to him by the Board of Directors or the President.

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[Vertical handwritten signatures and notes on the left margin, including 'July E Manarjin' and 'www.secom.gov.ph']



Section 6. The Treasurer - The Treasurer of the corporation shall have the following duties:

- a.) To keep full and accurate accounts of receipts and disbursements in the books of the corporation;
- b.) To have custody of, and be responsible for, all the funds, securities and bonds of the corporation;
- c.) To deposit in the name and to the credit of the corporation, in such bank as may be designated from time to time by the Board of Directors, all the moneys, funds, securities, bonds, and similar valuable effects belonging to the corporation which may come under his control;
- d.) To render an annual statements showing the financial condition of the corporation and such other financial reports as the Board of Directors, or the President may, from time to time require;
- e.) To prepare such financial reports, statements, certifications and other documents which may, from time to time, be required by government rules and regulations and to submit the same to the proper government agencies;
- f.) To exercise such powers and perform such duties and functions as may be assigned to him by the President.

E. Manayis
Judy

[Handwritten signature]
[Handwritten signature]

Section 7. Term of Office - The term of office of all officers shall be one (1) year and until their successors are duly elected and qualified.

Section 8. Vacancies - If any position of the officers becomes vacant by reason of death, resignation, disqualification or for any other cause, the Board of Directors, by majority vote may elect a successor who shall hold office for the unexpired term.

Section 9. Compensation - The officers shall receive such remuneration as the Board of Directors may determine. A director shall not be precluded from serving the corporation in any other capacity as an officer, agent or otherwise, and receiving compensation therefor.

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ARTICLE V

Date: 12-07-2012 Time: 1:46:45 PM

Section 1. The principal office of the corporation shall be located at the place stated in Article III of the Articles of Incorporation. The corporation may have such other branch offices, either within or outside the Philippines as the Board of Directors may designate.

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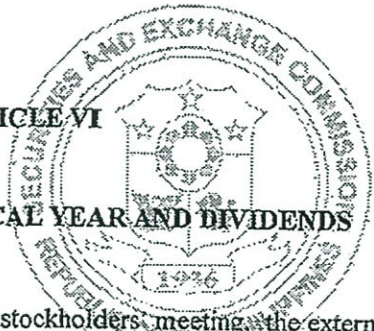
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PAGE _____	AUTHORIZED REPRESENTATIVE(S)
VERIFIED BY: _____	

ARTICLE VI

AUDIT OF BOOKS, FISCAL YEAR AND DIVIDENDS



Section 1. External Auditor - At the regular stockholders' meeting, the external auditor of the corporation for the ensuing year shall be appointed. The external auditor shall examine, verify and report on the earnings and expenses of the corporation.

Section 2. Fiscal Year - The fiscal year of the corporation shall begin on the first day of January and end on the last day of December of each year.

Section 3. Dividends - Dividends shall be declared and paid out of the unrestricted retained earnings which shall be payable in cash, property, or stock to all stockholders on the basis of outstanding stock held by them, as often and at such times as the Board of Directors may determine and in accordance with law.

ARTICLE VII

AMENDMENTS

Section 1. These by-laws may be amended or repealed or new by-laws adopted by the affirmative vote of at least a majority of the Board of Directors and the stockholders representing a majority of the outstanding capital stock at any stockholders' meeting called for that purpose. However, the power to amend, modify, repeal or adopt new by-laws may be delegated to the Board of Directors by the affirmative vote of stockholders representing not less than two-thirds of the outstanding capital stock; provided, however, that any such delegation of powers to the Board of Directors to amend, repeal or adopt new by-laws may be revoked only by the vote of stockholders representing a majority of the outstanding capital stock at a regular or special meeting.

ARTICLE VIII

Date: 12-12-2012 Time: 1:46:46 PM
SEAL

Section 1. Form and Inscriptions - The corporate seal shall be determined by the Board of Directors

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VERIFIED BY:	<i>[Signature]</i>

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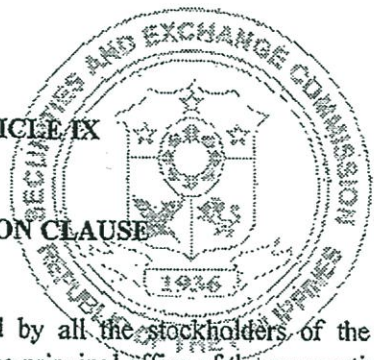
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July 8, Manaym

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ARTICLE IX

ADOPTION CLAUSE



The foregoing by-laws were adopted by all the stockholders of the corporation on April 7, 2006 at the principal office of the corporation.

IN WITNESS WHEREOF, we, the undersigned stockholders present at said meeting and voting thereat in favor of the adoption of said by-laws, have hereunto subscribed our names this 7th day of April, 2006 at Mandaluyong City.

- (Note: 1. If filed with Articles of Incorporation, these by-laws should be signed by all incorporators;
 2. If filed after incorporation, should be signed by majority of the subscribers and should submit director's certificate for the adoption of the by-laws.)

1

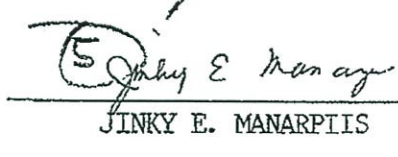
 CARLOS NOVO S. DOMINGO

2

 ERWIN G. MANARILIS


3

 JUANITO A. BACARRO


5

 JINKY E. MANARILIS

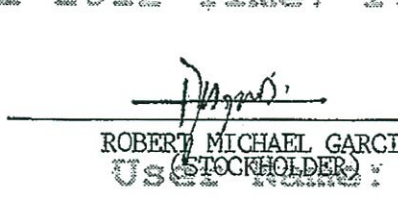
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 FERNANDO DELA CRUZ


 BLENN BACARRO
 (STOCKHOLDER)

Date: 12-12-2012 Time: 1:46:47 PM


 FRANCISCO P. ONDOY
 (STOCKHOLDER)


 ROBERT MICHAEL GARCIA
 (STOCKHOLDER)

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PAGE _____ AUTHORIZED REPRESENTATIVE(S) _____

VERIFIED BY: ✓

REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
EDSA MANDALUYONG, METRO MANILA

12/12/20

I HEREBY CERTIFY THAT THE FOREGOING IS A TRUE AND
CORRECT MACHINE REPRODUCTION OF THE OFFICIAL FILE(S)
THEREOF IN THE CUSTODY OF THIS COMMISSION CONSISTING
OF *one file* PAGE(S)

Optus Copy Systems Inc

VERIFIED BY: _____ FEES P *300* PAID UNDER
O.R. No. *0830166* DATED *12/12/20*

0830167



Prodesia G. Celis
LEODEGARIA E. CANLAPAN
DIVISION HEAD
CENTRAL RECEIVING AND RECORDS DIVISION

CERTIFIED ORIGINAL / TRUE COPY

AUTHORIZED REPRESENTATIVE(S)



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
Ground Floor, Secretariat Building, PICC
City Of Pasay, Metro Manila

COMPANY REG. NO. CS200606472

**CERTIFICATE OF FILING
OF
AMENDED ARTICLES OF INCORPORATION**

KNOW ALL PERSONS BY THESE PRESENTS:

This is to certify that the amended articles of incorporation of the

OTUS COPY SYSTEMS, INC.
(Amending Article III thereof.)

copy annexed, adopted on September 08, 2017 by majority vote of the Board of Directors and by the vote of the stockholders owning or representing at least two-thirds of the outstanding capital stock, and certified under oath by the Corporate Secretary and a majority of the Board of Directors of the corporation was approved by the Commission on this date pursuant to the provision of Section 16 of the Corporation Code of the Philippines, Batas Pambansa Blg. 68, approved on May 1, 1980, and copies thereof are filed with the Commission.

Unless this corporation obtains or already has obtained the appropriate Secondary License from this Commission, this Certificate does not authorize it to undertake business activities requiring a Secondary License from this Commission such as, but not limited to acting as: broker or dealer in securities, government securities eligible dealer (GSED), investment adviser of an investment company, close-end or open-end investment company, investment house, transfer agent, commodity/financial futures exchange/broker/merchant, financing company and time shares/club shares/membership certificates issuers or selling agents thereof. Neither does this Certificate constitute as permit to undertake activities for which other government agencies require a license or permit.

IN WITNESS WHEREOF, I have set my hand and caused the seal of this Commission to be affixed to this Certificate at Pasay City, Metro Manila, Philippines, this 22nd day of November, Twenty Seventeen.




FERDINAND B. SALES
Director

Company Registration and Monitoring Department

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AUTHORIZED REPRESENTATIVE(S)

COVER SHEET

for Applications at
COMPANY REGISTRATION AND MONITORING DEPARTMENT

Nature of Application AMENDMENT	SEC Registration Number C S 2 0 0 6 0 6 4 7 2
---	---

Former Company Name	
O T U S C O P Y S Y S T E M S , I N C .	

AMENDED TO:
New Company Name

Principal Office (No./Street/Barangay/City/Town)Province)

D 1 G R O U N D F L O O R , D A V I D 2 B L D G .	
5 6 7 S H A W B L V D . W A C K W A C K E A S T	
G R E E N H I L L S , M A N D A L U Y O N G C I T Y	
ZIP CODE	

Company Email Address ocsi.finance15@yahoo.com	Company's Telephone Number/s 723-8723/723-4486	Mobile Number
--	--	---------------

CONTACT PERSON INFORMATION
The designated person MUST be a Director/Trustee/Partner/Officer/Resident Agent of the Corporation

Name of Contact Person JINKY E, MANARPIIS	Email Address jinkyem@yahoo.com	Telephone Number/s 723-8726	Mobile Number
---	---	---------------------------------------	---------------

Contact Person's Address

To be accomplished by CFMD Personnel

	Date	Signature
Assigned Processor _____	_____	_____
_____	_____	_____
_____	_____	_____
Document I.D. 		
Received by Corporate Filing and Records Division (CFRD)	_____	_____
Forwarded to:	_____	_____
<input type="checkbox"/> Corporate and Partnership Registration Division	_____	_____
<input type="checkbox"/> Green Lane Unit	_____	_____
<input type="checkbox"/> Financial Analysis and Audit Division	_____	_____
<input type="checkbox"/> Licensing Unit	_____	_____
<input type="checkbox"/> Compliance Monitoring Division	_____	_____

CERTIFIED ORIGINAL / TRUE COPY

AUTHORIZED REPRESENTATIVE(S)

(AMENDED)
ARTICLES OF INCORPORATION

OF

OTUS COPY SYSTEMS, INC.

Know All Men By These Presents:

The undersigned incorporators, all of all legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a stock corporation under the laws of the Republic of the Philippines.

THAT WE HEREBY CERTIFY:

FIRST: That the name of this corporation shall be:

OTUS COPY SYSTEMS, INC.

SECOND: A. That the primary purpose of this corporation is to engage in the business of trading of goods such as Office Equipment, Software and Device Rental Services on wholesale/retail basis. (As Amended, Jan. 03, 2014)

B. That the corporation shall have the express powers of a corporation as provided for under Section 36 of the Corporation Code of the Philippines.

THIRD: That the place where the principal office of the corporation is to be established at 10 Flr. MG Tower, No. 75 Shaw Blvd., Daang Bakal, Mandaluyong City. (As amended on Sep. 8, 2017) (ZIP CODE: 1552)

FOURTH: That term for which the corporation is to exist is fifty (50) years from and after the date of issuance of the certificate of incorporation.

FIFTH: That the names , nationalities and residences of the incorporators are as follows:

Name	Nationality	Residences
CARLOS NOVO S. DOMINGO	Filipino	UD II, David Building, 567 Shaw Blvd., Mandaluyong City
ERWIN MANARPIIS	Filipino	8 Mil-Flores Drive, Beverly Hills, Antipolo City
JUANITO BACARRO	Filipino	B8 152 Veraville Villa Grande, Classic V, Barrios St. Talon II, Las Piñas City
FERNANDO DELA CRUZ	Filipino	Blk 10 Lot 9 Matthey St., Addas 2 C, Molino, Bacoor City, Cavite
JINKY MANARPIIS	Filipino	8 Mil-Flores Drive, Beverly Hills, Antipolo City

SIXTH: That the number of directors of the said corporation shall be Five (5) who are also incorporators.

SEVENTH: That the authorized capital stock of the corporation is EIGHTEEN MILLION PESOS (₱ 18,000,000.00) pesos in lawful money of the Philippines, divided into ONE HUNDRED EIGHTY THOUSAND (180,000) shares with the par value of ONE HUNDRED PESOS (₱ 100.00) pesos per share.

EIGHTH: That the subscriber to the capital stock and the amount paid-in to their subscriptions are as follows:

Name	Nationality	No. of Shares Subscribed	Amount Subscribed	Amount Paid
CARLOS NOVO S. DOMINGO	Filipino	20,000	2,000,000.00	500,000.00
ERWIN MANARPIIS	Filipino	12,000	1,200,000.00	300,000.00
JUANITO BACARRO	Filipino	4,000	400,000.00	100,000.00
FERNANDO DELA CRUZ	Filipino	2,800	280,000.00	70,000.00
JINKY MANARPIIS	Filipino	3,000	300,000.00	75,000.00
BLENN BACARRO	Filipino	2,000	200,000.00	50,000.00
ROBERT MICHAEL GARCIA	Filipino	800	80,000.00	20,000.00
FRANCISCO ONDOY	Filipino	400	40,000.00	10,000.00
Total		<u>45,000</u>	<u>4,500,000.00</u>	<u>1,125,000.00</u>

NINTH: No transfer of stock or interest which would reduce the stock ownership of Filipino citizens to less than the required percentage of the capital stock as provided by existing laws shall be allowed or permitted to be recorded in the proper books of the corporation and this restriction shall be indicated in the stocks certificates issued by the corporation.

TENTH: That JINKY MANARPIIS has been elected by the subscribers as treasurer of the corporation to act as such until his successor is duly elected and qualified in accordance with the by- laws ; and that as such Treasurer, he/ she been authorized to receive for and in the name and for the benefit of the corporation , all subscriptions paid in by the subscribers.

ELEVENTH: That the corporation manifest its willingness to change the name its corporation name in the event another person, firm or entity has acquired a prior right to the use of the said firm name or deceptively or confusingly similar to it.

IN WITNESS WHEREOF, we have set our hands this 7th day of April, 2006 at Mandaluyong City.

CARLOS NOVO S. DOMINGO
(SGD)

ERWIN MANARPIIS
(SGD)

JUANITO BACARRO
(SGD)

FERNANDO DELA CRUZ
(SGD)

BLENN BACARRO
STOCKHOLDER
(SGD)

JINKY MANARPIIS
(SGD)

WITNESSES:

ROBERT MICHAEL GARCIA
STOCKHOLDER
(SGD)

FRANCISCO ONDOY
STOCKHOLDER
(SGD)

ACKNOWLEDGEMENT

Republic of the Philippines)
Quezon City) S.S.

BEFORE ME, a Notary Public in and for Quezon City Philippines, this day of Apr. 19, 2006 personally appeared:

Name	Community Tax Certificate No.	Date & Place Issued
CARLOS NOVO S. DOMINGO	09765149	01/09/06 Mandaluyong City
ERWIN MANARPIIS	09765164	01/09/06 Mandaluyong City
JUANITO BACARRO	14901101	03/03/06 Las Piñas City
JINKY E. MANARPIIS	09765151	01/09/06 Mandaluyong City
FERNANDO DELA CRUZ	16362211	02/15/06 Cavite City
BLENN BACARRO	14907130	04/06/06 Cavite City

all known to me and known to be the same persons who executed the foregoing Articles of Incorporation and they acknowledged to me that the same is their free and voluntary act and deed

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my notarial seal on the date and at the place first above written.

(SGD)
JOEL G. GORDOLA
NOTARY PUBLIC
UNTIL DEC. 31, 2006
ROLL# 25103
PTR NO 7071217, 1/2/06 QC

Doc. No. 41;
Page No. 9;
Book No. VII;
Series of 06.

DIRECTOR'S CERTIFICATE

SECURITIES AND EXCHANGE COMMISSION
Greenlane Unit - CRMD

NOV 17 2017

We, the undersigned majority members of the Board of Directors and the Corporate Secretary, hereby certify that the Articles of Incorporation of OTUS COPY SYSTEMS, INC. was amended by an affirmative vote of the stockholders owning or representing at least two-thirds (2/3) of the outstanding capital stock at a meeting held for that purpose at the principal office of the corporation on September 8, 2017 and approved likewise by the majority of the directors on the same date.

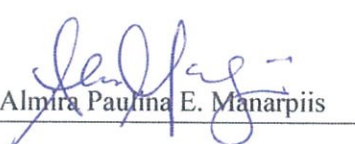
The amended provision of the attached Amended Articles of Incorporation refer to the change of Article III That the place where the principal office of the corporation is to be established is at 10 Flr. MG Tower, No. 75 Shaw Blvd., Daang Bakal, Mandaluyong City.

IN WITNESS WHEREOF, we have hereunto set our hands this NOV 07, 2017 day of PASAY CITY, Philippines.


Eryin Manarpiis


Jinky Manarpiis


Joey A. Francisco


Almira Paulina E. Manarpiis

COUNTERSIGNED:


Reynaldo Silvino
Corporate Secretary

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AUTHORIZED REPRESENTATIVE(S)

SUBSCRIBED AND SWORN to before me this NOV 07, 2017 day of PASAY CITY, affiants exhibited to me their Tax Identification Number (TIN) as follows;

Name	TIN	Date & Place Issued
Erwin Manarpiis	147-604-814-000	
Jinky Manarpiis	152-088-522-000	
Reynaldo Silvino	116-279-436-000	
Joey A. Francisco	208-400-829-000	
Almira Paulina E. Manarpiis	481-674-660-000	

NOTARY PUBLIC

Doc. No. 125 ;
Page No. 27 ;
Book No. V ;
Series of DAH .


ATTY. JOVINO R. ANGEL
NOTARY PUBLIC
UNTIL DEC. 31, 2018
PTR NO. 5266148-1/3/2017 PASAY CITY
IBP NO. 1052058-1/3/2017 PASAY CITY
COMPLIANCE NO.
U-0024151-10/25/2016
ROLL NO. 28761

CERTIFIED ORIGINAL / TRUE COPY

AUTHORIZED REPRESENTATIVE(S)


Republic of the Philippines)
City of **PASAY CITY**) S.S.

SECRETARY'S CERTIFICATE

I, Reynaldo V. Silvino, of legal age, with business address at UD 9 David II Bldg., No. 567 Shaw Blvd., Mandaluyong City duly sworn, depose and state that:

1. I am the duly elected and qualified Corporate Secretary of OTUS, ^{COPY} SYSTEMS, INC. (the Corporation), a corporation duly organized and existing under and by virtue of the Republic of the Philippines, with Principal office at UD 9 David II Bldg., No. 567 Shaw Blvd., Mandaluyong City.
2. To the best of my knowledge, no action or proceedings has been filed or is pending before any Court involving an Intra-corporate dispute and/or claim by any person or group against the Board of Directors, individual directors and/or major corporate officers of the Corporation as its duly elected and/or appointed directors or officers or vice versa.


PASAY CITY City, NOV 07 2017 day of NOV 07 2017, 2017.


Reynaldo V. Silvino
Corporate Secretary

SUBSCRIBED AND SWORN TO before me on this NOV 07 2017 day of NOV 07 2017 2017, in **PASAY CITY**, Philippines, affiant exhibiting to me his TIN No. 116-279-436-000.

Notary Public

Doc. No. 184 ;
Page No. 37 ;
Book No. IV ;
Series of 2017 .


ATTY. JOVINO R. ANGEL
NOTARY PUBLIC
UNTIL DEC. 31, 2018
PTR NO. 5266148-1/3/2017 PASAY CITY
BP NO. 1052058-1/3/2017 PASAY CITY
COMPLIANCE NO.
U-0024151-10/25/2016
ROLL NO. 28761

CERTIFIED ORIGINAL / TRUE COPY

AUTHORIZED REPRESENTATIVE(S)

OMNIBUS SWORN STATEMENT

REPUBLIC OF THE PHILIPPINES)
CITY OF QUEZON CITY) S.S.

x-----x

AFFIDAVIT

I, **ERWIN C. MANARPIIS**, of legal age, married, Filipino, and residing at c/o 10/F MG Tower, 75 Shaw Blvd., Mandaluyong City, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated representative of **Otus Copy Systems, Inc.** with office address at 10/F MG Tower, 75 Shaw Blvd., Mandaluyong City.
2. I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for "**LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR CY 2023, PB-GS-44-22-EP10**" of the **Department of Foreign Affairs**, as shown in the attached notarized Secretary Certificate;
3. **Otus Copy Systems, Inc.** is not "blacklisted" or barred from bidding by the Government of the Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;
4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;
5. **Otus Copy Systems, Inc.** is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;
6. None of the officers, directors, and controlling stockholders of **Otus Copy Systems, Inc.** is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;
7. **Otus Copy Systems, Inc.** complies with existing labor laws and standards; and
8. **Otus Copy Systems, Inc.** is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a.] Carefully examining all of the Bidding Documents;
 - b.] Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;



ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of DEC 13 2022 at QUEZON CITY, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his **Passport**, with his photograph and signature appearing thereon, with no. **P0945679C**, issued on **July 15, 2022** at **DFA Manila**.

Witness my hand and seal this _____ day of DEC 13 2022, 2022.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. 380
Page No. 38
Book No. XVII
Series of 2022

M. Bolivar
ATTY. ROGELIO B. BOLIVAR
NOTARY PUBLIC IN QUEZON CITY
Commission No. Adm. Matter No. NP 204 (2021-2022)
IBP O.R. No. 132134 MD 2021 & IBP O.R. No. 133076 MD 2022
PTR O.R. No. 24632-51115-11-22 Rol. No. 33832 TIN# 129-871-069
MCLE EXTENSION: PNL 15, 2022 UP TO: APRIL 14, 2023 AS PER S.C. EN BANC B.M. NO. 850
Address: 31-F Harvard St. Cubao, Q.C.

M. Bolivar

**AUTHORITY OF SIGNATORY
(SECRETARY'S CERTIFICATE)**

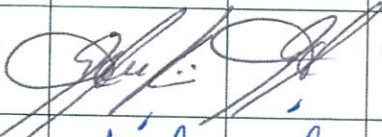
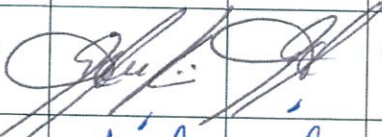
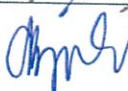



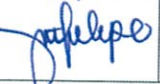

I, **REYNALDO V. SILVINO**, a duly elected and qualified **Corporate Secretary** of **OTUS COPY SYSTEMS, INC.**, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with a principal office and place of business at 10F MG Tower Bldg. #75 Shaw Blvd., Daang Bakal, Mandaluyong City, **DO HEREBY CERTIFY**, that:

I am familiar with the facts herein certified and duly authorized to certify the same;

At the Special meeting of the Board of Directors of the said Corporation duly convened and held on **December 9, 2022** at which meeting a quorum was present and acting throughout, the following resolution were approved, and the same have not been annulled, revoked and amended in any way whatever and are in full force and effect on the date hereof:

RESOLUTION NO. : BP 078-12-2022JCS

"RESOLVED, that;

	NAME	ID WITH SIGNATURE PRESENTED	SPECIMEN SIGNATURE	SPECIMEN INITIALS	Email Address	Tel/Cellphone No.
1	ERWIN C. MANARPIIS	Philippine Passport			e2.otus@gmail.com	86319454 loc. 101/ 0917.8843199
2	CLAIRE B. JOSEPH	SSS-UMID			clairebalaguer@yahoo.com	86319454 loc. 10/ 0977.0629636
3	JENNIFER L. CALAYAG	PhilHealth Membership ID			jennifer.calayag12@gmail.com	86319454 loc. 103/ 0956.9085088
4	MICHELLE T. FELIPE	PhilHealth Membership ID			mMarcalinas.otus@gmail.com	86391454 loc. 105/ 0995.9420239

be, as it hereby is, authorized to participate in the bidding of the **LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR CY 2023, PB-GS-44-22-EP10**; and in that if awarded the project shall enter into a contract with the **Department of Foreign Affairs** and in connection therewith hereby appoint **any of the above**, acting as duly authorized and designated representatives of **OTUS COPY SYSTEMS, INC.**, and granted full power and authority to do, execute and perform any and all acts necessary and/or to represent **OTUS COPY SYSTEMS, INC.** in the bidding as fully and effectively as the **OTUS COPY SYSTEMS, INC.** might do if personally present with full power of substitution and revocation and hereby satisfying and confirming all that my said representative shall lawfully do or cause to be done by virtue hereof;

RESOLVED FERTHER THAT, the Board hereby authorized its President to:

- a. Execute a waiver of jurisdiction whereby the OTUS COPY SYSTEMS, INC. hereby submits itself to the jurisdiction of the Philippine government and hereby waives its right to question the jurisdiction of the Philippine court;



Secretary's Certificate Page 2 of 3

- b. Execute a waiver that the OTUS COPY SYSTEMS, INC. shall not seek and obtain writ of injunctions or prohibition or restraining order against the Department of Foreign Affairs or any other agency in connection with this Project to prevent and restrain the bidding procedures related thereto, the negotiating and award of a contract to a successful bidder, and the carrying out of the awarded project.

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of December, 2022 at Mandaluyong City, Philippines.


REYNALDO V. SILVINO
 Corporate Secretary




ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of DEC 13 2022, 2022 at QUEZON CITY, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his LTO issued Driver's License, with his photograph and signature appearing thereon, with no. N02-96-316567.

Witness my hand and seal this _____ day of DEC 13 2022, 2022.

NAME OF NOTARY PUBLIC
 Serial No. of Commission _____
 Notary Public for _____ until _____
 Roll of Attorneys No. _____
 PTR No. _____ [date issued], [place issued]
 IBP No. _____ [date issued], [place issued]


ATTY. ROGELIO V. BOLIVAR
 NOTARY PUBLIC IN QUEZON CITY
 Commission No. Artn. Matter No. NP 204 (2021-2022)
 IBP O.R. No. 132136 MD 2021 & IBP O.R. No. 133076 MD 2022
 PTR O.R. No. 246325 MD 2021 & PTR No. 33832 ITIN# 129-871-009
 MCLE EXTENSION APRIL 13, 2022 UP TO APRIL 14, 2022 AS PER S.C. EN BANC B.M. NO. 850
 Address: 31-F Harvard St. Cubao, Q.C.

Doc. No. 209
 Page No. 21
 Book No. XXII
 Series of 2022

 ORIGINAL / TRUE COPY

PROOF OF IDENTITY OF AUTHORIZED REPRESENTATIVES

Government Issued IDs	Name and Signature	Initials
 <p>DFA issued Phil. Passport</p>	 Erwin C. Manarpiis PRESIDENT	
 <p>SSS Issued UMID</p>	 Claire B. Joseph Project Support Officer for North & East Manila Operations	
 <p>PhilHealth membership ID</p>	 Jennifer L. Calayag Projects Support Officer for South & Central Manila Operations	
 <p>PhilHealth Membership ID</p>	 Michelle T. Felipe Projects Support Trainee	

Attested by:


REYNALDO V. SILVINO
 Corporate Secretary





DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE

BAC Resolution No. CPM-PB-46-2022

**RESOLUTION RECOMMENDING AWARD OF THE CONTRACT ON PROCUREMENT
FOR THE LEASE OF PHOTOCOPYING/SCANNING MACHINES FOR FY 2023**

WHEREAS, the Department of Foreign Affairs (DFA), through the authorized appropriations under the FY 2023 National Expenditure Program, intends to apply the sum of Nineteen Million Two Hundred Seventy Thousand Forty Six Pesos and Twenty Centavos (PhP 19,270,046.20) – the Approved Budget for the Contract (ABC) for the *Procurement for the Lease of Photocopying/Scanning Machines for FY 2023*;

WHEREAS, the said ABC is chargeable against respective offices' Rents – Equipment and OFMS Auditing Services under FY 2023 MOOE;

WHEREAS, on 15 November 2022, the Bids and Awards Committee (BAC) conducted a Pre-Procurement Conference to assess the readiness of the procurement in terms of confirming the availability of funds and to review all relevant documents in relation to the *Procurement for the Lease of Photocopying/Scanning Machines for FY 2023*;

WHEREAS, on 26 November 2022, the BAC Secretariat posted for seven (7) consecutive calendar days the *Invitation to Bid* for the *Procurement for the Lease of Photocopying/Scanning Machines for FY 2023* on the DFA and PhilGEPS websites, and conspicuous places within the premises of the DFA, in accordance with Section 21.2 of the Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184;

WHEREAS, on 05 December 2022, the BAC held a *Pre-Bid Conference*, to discuss the eligibility requirements and the technical and financial components of the contract to be bid, in which two (2) prospective bidders attended namely: U-Bix Corp. and Otus Copy Systems, Inc.;

WHEREAS, Supplemental/Bid Bulletin No. 1 (07 December 2021), amending and clarifying information in the bidding documents, specifically Item 3 and Item 7 of the Technical Specifications, was posted on the PhilGEPS and DFA websites for at least seven (7) consecutive days before the deadline for submission and opening of bids, pursuant to Section 22.5.2 of the IRR of RA 9184;

WHEREAS, on 19 December 2022, the deadline for the submission and receipt of bids as well as the date of opening thereof, U-Bix Corp. and Otus Copy Systems, Inc. submitted their bids which the BAC determined to be as follows:

<i>Name of Bidder</i>	<i>Eligibility and Technical Component</i>	<i>Financial Component</i>
<i>U-Bix Corp.</i>	Non-compliant with Section 23.1.iv of the IRR of RA 9184 to completely declare its statement of ongoing government and private contracts	Sealed
<i>Otus Copy Systems, Inc.</i>	Compliant	Twelve Million Nine Hundred Twenty Seven Thousand Eleven Pesos (PhP 12,927,011.00)

WHEREAS, the BAC declared *Otus Copy Systems, Inc.* as having the Lowest Calculated Bid, and subjected it to Post-Qualification on 23 December 2022, pursuant to Section 34.2 of the IRR of RA 9184, to determine whether it complied with and was responsive to all the requirements and conditions specified in the Bidding Documents;

WHEREAS, during the post-qualification of bids and after careful consideration, the BAC determined that the bid of *Otus Copy Systems, Inc.* was compliant with and responsive to all the requirements and conditions specified in the Bidding Documents;


NOW, THEREFORE, we, the members of the Bids and Awards Committee, unanimously RESOLVE to RECOMMEND the award of the Contract on the Lease of Photocopying/Scanning Machine for FY 2023 to *Otus Copy Systems, Inc.* for having submitted the Lowest Calculated and Responsive Bid in the amount of **Twelve Million Nine Hundred Twenty Seven Thousand Eleven Pesos (PhP 12,927,011.00) only**, pursuant to Section 37 of the revised IRR of RA 9184.

ADOPTED this 23rd day of December 2022, Pasay City.

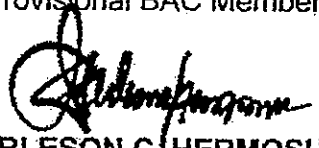

CHARLIE P. MANANGAN
 BAC Chairperson



RUEL U. GUNABE
BAC Vice Chairperson



VIOLAFLO R. ENERLAN-ANCHETA
Provisional BAC Member

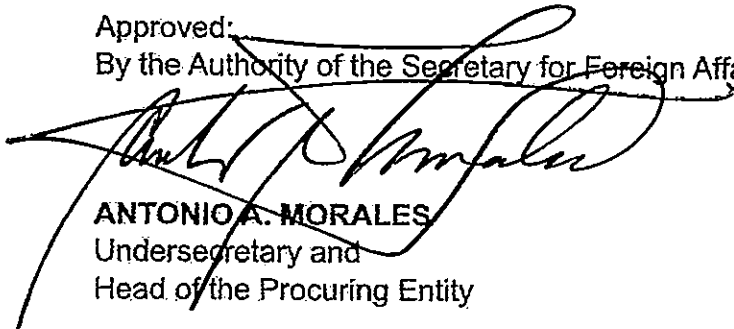


CHARLESON C. HERMOSURA
Alternate Member



MEDARDO G. MACARAIG
End-User Representative

Approved:
By the Authority of the Secretary for Foreign Affairs:



ANTONIO A. MORALES
Undersecretary and
Head of the Procuring Entity



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

NOTICE OF AWARD

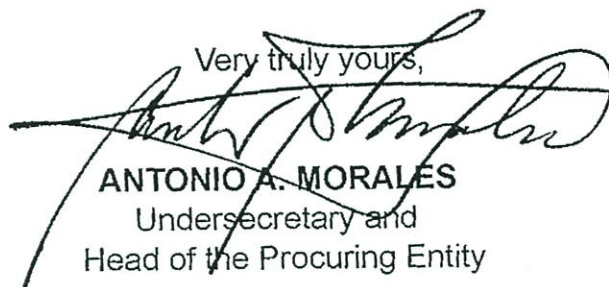
3 January 2023

Sir:

Please be informed that, upon the recommendation of the Bids and Awards Committee (BAC) of the DFA, as contained in its Resolution No. **CPM-PB-46-2022** dated 23 December 2022, the Department is awarding to your firm, the Contract on the Lease of Photocopying/Scanning Machine for FY 2023 in the amount of **Twelve Million Nine Hundred Twenty Seven Thousand Eleven Pesos (PhP 12,927,011.00) only** including taxes and other lawful charges.

You are hereby required to provide, within ten (10) calendar days from receipt of this Notice of Award, a **Performance Security** in the acceptable form and amount stated in the Bidding Documents of said procurement, as well as sign the Contract within the same period, pursuant to Section 37 of the Revised IRR of RA 9184. Failure to provide the Performance Security or to sign the contract within the prescribed period shall constitute sufficient grounds for the cancellation of the award and forfeiture of the bid security, or bid securing declaration, as the case may be.

Very truly yours,



ANTONIO A. MORALES
Undersecretary and
Head of the Procuring Entity

Mr. Erwin C. Manarpiis
Authorized Representative
Otus Copy Systems, Inc.
10/F MG Tower, 75 Shaw Blvd.
Mandaluyong City

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph

2330 Roxas Blvd., Pasay City, 1300 Philippines
Tel. No. 834 - 4000
www.dfa.gov.ph

**Bid Form for the Procurement of Goods
[shall be submitted with the Bid]**

BID FORM

Date: December 19, 2022
Project Identification No: PB-GS-44-22-EP10

To: **DEPARTMENT OF FOREIGN AFFAIRS**
DFA Main Bldg., 2330 Roxas Boulevard,
Pasay City 1300 Philippines

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [1], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] **LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR CY 2023** in conformity with the said PBDs for the sum of **TWELVE MILLION NINE HUNDRED TWENTY-SEVEN THOUSAND ELEVEN PESOS [P 12,927,011.00]** or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as but not limited to **value-added tax (VAT)**, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner: Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____
If none, state "None"		

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

M/

Bid Form Page 2 of 2

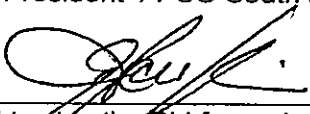
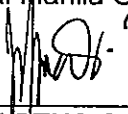
We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of **Otus Copy Systems, Inc.** as evidenced by the attached **Secretary's Certificate**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: **ERWIN C. MANARPIIS or JENNIFER L. CALAYAG**
Legal capacity: President / PSO South and Central Manila Operations

Signature:  
Duly authorized to sign the Bid for and on behalf of **OTUS COPY SYSTEMS, INC.**
Date: December 19, 2022

BID SECURITY

REPUBLIC OF THE PHILIPPINES)
CITY OF QUEZON CITY) S.S.

x-----x

BID SECURING DECLARATION
Invitation to Bid: PB-GS-44-22-EP10

To: **BIDS AND AWARDS COMMITTEE**
DEPARTMENT OF FOREIGN AFFAIRS
DFA Main Building, 2330 Roxas Blvd.,
Pasay City

I, the undersigned, declare that:

1. I understand that, according to your conditions, bids must be supported by a Bid Security, which may be in the form of a Bid-Securing Declaration.
2. I accept that: (a) I will be automatically disqualified from bidding for any contract with any procuring entity for a period of two (2) years upon receipt of your blacklisting order; and, (b) I will pay the applicable fine provided under Section 6 of the Guidelines on the Use of Bid Securing Declaration, within fifteen (15) days from receipt of the written demand by the procuring entity for the commission of acts resulting to the enforcement of the bid securing declaration under **Sections 23.1(b), 34.2, 40.1 and 69.1, except 69.1(f)**, of the **IRR of RA 9184**; without prejudice to other legal action the government may undertake.
3. I understand that this Bid Securing Declaration shall cease to be valid on the following circumstances:
 - (a) Upon expiration of the bid validity period, or any extension thereof pursuant to your request;
 - (b) I am declared ineligible or post-disqualified upon receipt of your notice to such effect, and I failed to timely file a request for reconsideration or (ii) I filed a waiver to avail of said right; and
 - (c) I am declared the bidder with the Lowest Calculated Responsive Bid, and I have furnished the performance security and signed the Contract.

IN WITNESS WHEREOF, I have hereunto set my hand this **13th day of December, 2022** at **Mandaluyong City**.



ERWIN C. MANARPIIS

Bidder's Representative/Authorized Signatory

-----x



ACKNOWLEDGEMENT

SUBSCRIBED AND SWORN to before me this _____ day of DEC 13 2022, 2022 at QUEZON CITY, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his **Passport** with his photograph and signature appearing thereon, with no. **P0945679C**, issued on **July 15, 2022** at **DFA Manila**.

Witness my hand and seal this _____ day of DEC 13 2022, 2022.

NAME OF NOTARY PUBLIC

Serial No. of Commission _____
Notary Public for _____ until _____
Roll of Attorneys No. _____
PTR No. _____ [date issued], [place issued]
IBP No. _____ [date issued], [place issued]

Doc. No. 379
Page No. 38
Book No. XVII
Series of 2022

ATTY. ROGELIO BOLIVAR
NOTARY PUBLIC IN QUEZON CITY
Commission No. Adm. Matter No. NP 209 (2021-2022)
IBP O.R. No. 132134 M-2021-A-BF O.R. No. 133076 MD 2022
PTR O.R. No. 248324-B-1-B-2021 No. 32432 ITNH 129-871-009
MCLE EXTENSION APRIL 15, 2024 (E-10-100-100) 100% AS PER S.C. EN BANC B.M. NO. 850
Address: 31-F Harvard St. Cubao, Q.C.

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if the bidder is offering goods from within the Philippines]

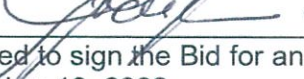
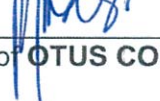
For Goods Offered from Within the Philippines

Name of Bidder: **OTUS COPY SYSTEMS, INC.**
EP10

Project ID Number: **PB-GS-44-22-**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5 + 6 + 7 + 8)	Total Price Delivered Final Destination (col 9) x (col 4)
1	LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR CY 2023	Japan, Philippines	1 Lot						
	a. Monochrome Prints *Excess prints the same rate as the Total Price, per unit of column 9	Japan, Philippines	15,499,999	0.745	0.00	0.089	0.00	0.834	12,926,999.16
	b. Color Prints *Excess prints the same rate as the Total Price, per unit of column 9	Japan, Philippines	1	10.575	0.00	1.268	0.00	11.843	11.84
11 TOTAL BID PRICE		IN FIGURES			P 12,927,011.00				
		IN WORDS			TWELVE MILLION NINE HUNDRED TWENTY-SEVEN THOUSAND ELEVEN PESOS				

Name: **ERWIN C. MANARPIIS or JENNIFER L. CALAYAG**
 Legal capacity: President / PSO South and Central Manila Operations

Signature:  
 Duly authorized to sign the Bid for and on behalf of **OTUS COPY SYSTEMS, INC.**
 Date: December 19, 2022

Price Schedule for Goods Offered from Within the Philippines
[shall be submitted with the Bid if the bidder is offering goods from within the Philippines]

For Goods Offered from Within the Philippines

Name of Bidder: OTUS COPY SYSTEMS, INC.
EP10

Project ID Number: **PB-GS-44-22-**

1	2	3	4	5	6	7	8	9	10
Item	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5 + 6 + 7 + 8)	Total Price Delivered Final Destination (col 9) x (col 4)
1	LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR CY 2023	Japan, Philippines	1 Lot						
	a. Monochrome Prints *Excess prints the same rate as the Total Price, per unit of column 9	Japan, Philippines	15,499,999	0.745	0.00	0.089	0.00	0.834	12,926,999.16
	b. Color Prints *Excess prints the same rate as the Total Price, per unit of column 9	Japan, Philippines	1	10.575	0.00	1.268	0.00	11.843	11.84
11 TOTAL BID PRICE		IN FIGURES		P 12,927,011.00					
		IN WORDS		TWELVE MILLION NINE HUNDRED TWENTY-SEVEN THOUSAND ELEVEN PESOS					

Name: **ERWIN C. MANARPIIS or JENNIFER L. CALAYAG**
 Legal capacity: President / PSO South and Central Manila Operations

Signature: _____
 Duly authorized to sign the Bid for and on behalf of **OTUS COPY SYSTEMS, INC.**
 Date: December 19, 2022

**Bid Form for the Procurement of Goods
[shall be submitted with the Bid]**

BID FORM

Date: December 19, 2022
Project Identification No: PB-GS-44-22-EP10

To: **DEPARTMENT OF FOREIGN AFFAIRS**
DFA Main Bldg., 2330 Roxas Boulevard,
Pasay City 1300 Philippines

Having examined the Philippine Bidding Documents (PBDs) including the Supplemental or Bid Bulletin Numbers [1], the receipt of which is hereby duly acknowledged, we, the undersigned, offer to [supply/deliver/perform] **LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR CY 2023** in conformity with the said PBDs for the sum of **TWELVE MILLION NINE HUNDRED TWENTY-SEVEN THOUSAND ELEVEN PESOS [P 12,927,011.00]** or the total calculated bid price, as evaluated and corrected for computational errors, and other bid modifications in accordance with the Price Schedules attached herewith and made part of this Bid. The total bid price includes the cost of all taxes, such as but not limited to **value-added tax (VAT)**, which are itemized herein or in the Price Schedules,

If our Bid is accepted, we undertake:

- a. to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements of the Philippine Bidding Documents (PBDs);
- b. to provide performance security in the form, amounts, and within the times prescribed in the PBDs;
- c. to abide by the Bid Validity Period specified in the PBDs and it shall remain binding upon us at any time before the expiration of that period.

[Insert this paragraph if Foreign-Assisted Project with the Development Partner: Commissions or gratuities, if any, paid or to be paid by us to agents relating to this Bid, and to contract execution if we are awarded the contract, are listed below:

Name and address of agent	Amount and Currency	Purpose of Commission or gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

If none, state "None"

Until a formal Contract is prepared and executed, this Bid, together with your written acceptance thereof and your Notice of Award, shall be binding upon us.

M/

Bid Form Page 2 of 2

We understand that you are not bound to accept the Lowest Calculated Bid or any Bid you may receive.

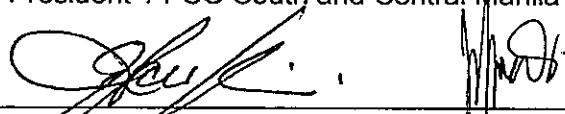
We certify/confirm that we comply with the eligibility requirements pursuant to the PBDs.

The undersigned is authorized to submit the bid on behalf of **Otus Copy Systems, Inc.** as evidenced by the attached **Secretary's Certificate**.

We acknowledge that failure to sign each and every page of this Bid Form, including the attached Schedule of Prices, shall be a ground for the rejection of our bid.

Name: **ERWIN C. MANARPIIS** or **JENNIFER L. CALAYAG**
Legal capacity: President / PSO South and Central Manila Operations

Signature: _____



Duly authorized to sign the Bid for and on behalf of **OTUS COPY SYSTEMS, INC.**

Date: December 19, 2022





OFFICE OF FINANCIAL MANAGEMENT SERVICES

CERTIFICATE OF AVAILABILITY OF BUDGET
(Based on NEP)

This is to certify that the amount of **NINETEEN MILLION TWO HUNDRED SEVENTY THOUSAND FORTY SIX AND 20/100 PESOS ONLY (PhP19,270,046.20)** is included in the National Expenditure Program (NEP) for FY 2023 to cover early procurement of Photocopying/Scanning Machines for the Department for FY 2023, chargeable against **respective offices - Rent Expenses – Equipment** under **FY 2023 MOOE**, availability of which is subject to the release of funds and allotment by the Department of Budget and Management (DBM), broken-down as follows:

OFFICE	AMOUNT	OFFICE	AMOUNT	OFFICE	AMOUNT
OSEC	650,000.00	DFA Mindanao	51,079.32	OEA	327,471.00
UA	262,498.56	DLLU	121,000.00	OFMS	1,500,000.00
UBRAA	140,000.00	HRMO	1,400,000.00	OMEAA	544,000.00
OUCSCA	102,000.00	IAS	63,000.00	OP	200,000.00
OUMAIER	556,436.28	ISU	60,000.00	OPCD	167,708.32
OUMWA	440,600.00	MOAO	160,000.00	OPPC	60,000.00
ASEAN	150,000.00	OAA	70,000.00	OTLA	354,000.00
ASPAC	600,000.00	OAMSS	1,143,266.76	OVS	956,985.96
BFSE	40,000.00	OCA	9,000,000.00	UNIO	150,000.00
Sub-Total	2,941,534.84	Sub-Total	12,068,346.08	Sub-Total	4,260,165.28
				TOTAL	19,270,046.20

This Certification is issued for whatever lawful purpose it may serve.

Randy B. Arquiza
RANDY B. ARQUIZA
 Acting Budget Officer

11 - 22 - 0084
 BUDGET DIVISION-CABNEP
 10 November 2022

**TECHNICAL SPECIFICATIONS/
TERMS OF REFERENCE**

**Lease of Photocopying / Scanning Machine for CY 2023
ABC: PhP19,270,046.20**

ITEMS	SPECIFICATIONS	
I.	<p>Background</p> <p>The Department of Foreign Affairs intends to lease photocopying/scanning services through outsourcing of good quality, quick, multifunctional and dependable machines.</p>	
II.	<p>Objective</p> <p>To provide the Department good quality photocopying/scanning services for a period of one year from January to December 2023.</p>	
III.	<p>Technical Specifications</p> <ol style="list-style-type: none"> 1. One brand of photocopying machines to the Main Office, the DFA-Aseana and all Consular Offices (COs), as indicated in Annex B. 2. All machines must be brand new, latest year model and in excellent working condition, and shall render services for the estimated volume of 15,500,000 copies. 3. Upon delivery, all photocopying/scanning machines shall be inspected or checked by OAMSS to ensure that all units passed the standard quality certification. 4. Minimum of one hundred seventy-seven (177) units with the following specifications: <ol style="list-style-type: none"> A. One hundred fifty-four (154) units heavy-duty, copier-based, monochrome photocopier (A5 to A3): <ul style="list-style-type: none"> • Black and white photocopier, printer and colored scanner • Digital, network, and multi-function copier, printer and scanner • Capable of wireless network connection for various operating system (Windows/MacOs) • Copy Speed: minimum of 45 paper sheets per minute (ppm) specifically "A4" and "Legal" paper size • Printing Speed: minimum of 45 ppm specifically "A4" and "Legal" paper size. 	<p>STATEMENT OF COMPLIANCE</p>

- Scanning Speed: at least 70 opm/ipm for all sizes
- Document Feeder capacity: minimum of one hundred (100) originals
- Can scan and copy multiple sizes at once.
- Can continue scanning and copying the current loaded page in case of paper jam, once cleared.
- Accepted (feed) originals: A5 (5.8 x 8.3 inches) to Legal Size Paper (8.5 x 14 inches)
- Output: A5 to A3
- Reduction and enhancement: 25% - 400%
- Customizable scanning resolution: within 100 – 600 dpi
- Customizable printout and copying resolution: 600x600 – 1200 x 2400 dpi
- Continuous copying or printing: 1-999 sheets
- Warm-up time: less than 35 seconds
- First copy time: less than 10 seconds
- Power requirement: 220-230VAC, 50-60 Hz
- Energy efficient / energy saving features
- 2 paper trays (500 sheets each) + bypass tray (100 sheets)
- GSM minimum 70
- With security lock or password operation
- With reversible automatic document feeder (capable of multiple page originals)
- With automatic back to back copying and printing
- Electronic sorting
- ISO compliant
- USB-Ready connection
- Scan formats: JPEG, PDF, etc.
- Prints actual usage for billing purposes
- No part of the machine should be exposed or protruding, except bypass trays
- Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM
- The copiers must be compatible with the Department's operating systems, applications and software.

B. Twenty-three (23) units heavy-duty, copier-based colored photocopiers/scanners (A5 to A3):

- Colored heavy-duty photocopier, printer and scanner.
- Digital, network and multifunction colored copier, printer and scanner.
- Capable of wireless network connection for

	<p>various operating system (Windows/MacOs)</p> <ul style="list-style-type: none"> • Copy Speed: minimum of 45 paper sheets per minute for all sizes • Printing Speed: minimum of 45 ppm for all sizes • Scanning Speed: at least 70 opm/ipm for all sizes • Document Feeder capacity: minimum of one hundred (100) originals • Can scan and copy multiple sizes at once. • Can continue scanning and copying the current loaded page in case of paper jam, once cleared. • Accepted feed originals: A5 (5.8 x 8.3 inches) to A3 (11.69 x16.53 inches) • Reduction and enhancement: 25% - 400% • Customizable scanning resolution: within 100 – 600 dpi • Customizable printout and copying resolution: 600x600 – 1200 x 2400 dpi • Continuous copying or printing: 1-999 sheets • Warm-up time: less than 35 seconds • First copy time: Color 10 seconds or less, black and white: 7 seconds or less • Power requirements: 220-230 V AC, 50-60Hz • Energy efficient / energy saving features • 2 paper trays (500 sheets each) + bypass tray (100 sheets) • GSM minimum 70 • With security lock or password protected • With reversible automatic document feeder (capable of multiple page originals) • With automatic back-to-back copying • Electronic sorting • ISO-compliant • USB-Ready connection • Scan formats: JPEG, PDF, etc. • Default to black and white printing and photocopying • Prints actual usage for billing purposes • Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM • No part of the machine should be exposed or protruding, except bypass trays • The copiers must be compatible with the Department's operating systems, applications and software. 	
IV.	Contractor's Obligations	

The Contractor shall provide the following:

1. The Contractor shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake photocopying and scanning requirements of the Department and all its offices nationwide (Main Building, DFA-Aseana, Consular Offices, including other offices that maybe created and/or opened that can meet the minimum estimated volume, for the duration of the contract and any extensions thereof);
2. A certification that it is the exclusive distributor (authorized partner) of the brand it will provide;
3. Technicians to conduct repairs during machine breakdown and preventive maintenance for units in the Main Office and DFA-Aseana shall be deployed within two (2) hours' notification.

The Contractor shall deploy technicians within three (3) hours to Consular Offices (COs) in Metro Manila without in-house technicians, and shall repair the unit within the day. If the unit cannot be repaired within the day, the Contractor shall provide a service unit with similar specifications the following working day which shall not be later than 12 noon. The Contractor shall be liable for liquidated damages for every day of delay for failure to comply with the delivery of the service unit.

For notifications after 3:00 p.m., the technician shall be deployed the following working day.

4. Replacement machines with the same specifications shall be delivered within six (6) hours for COs within Metro Manila and three (3) working days for COs outside Metro Manila, if a unit is withdrawn for repair or because it is broken. Failure to provide the replacement within the required time shall result in a penalty of Php 500.00 per hour of delay except when delay is caused by force majeure.
5. Three (3) in-house technicians shall be available for preventive maintenance for an eight (8)-hour daily schedule, Mondays to Fridays, at the Main Office and DFA- Aseana
6. Two (2) standby monochrome machines shall be made available at all times as replacement for any

machine breakdown.

7. Technician/s shall be "on call" basis for all COs.
8. A customer service supervisor/technician to conduct inspection every month, including preventive maintenance, of the photocopying machines as well as to serve as liaison officer between the Contractor and the Department, with OAMSS-PSSD as the action office.
9. "Hot Line" for technical services / assistance that may be needed beyond the 8:00 a.m. to 5:00 p.m. regular working hours, including weekends and holidays.
10. Free end-user trainings to operate the machines upon deployment.

Other Duties of the Contractor

1. No machines shall be removed from the Main Office, DFA - Aseana or COs without the express permission of the concerned office, accompanied by a written approval of the Head of OAMSS-PSSD, anytime during the duration of the contract for repairs and/or replacement.
2. All expenses for the repair and replacement of spare parts or consumable items, such as toners, shall be exclusively on the account of the Contractor.
3. The Contractor shall have in storage in the Department at least ten percent (10%) of the consumable items needed.
4. The Contractor shall surrender the photocopier's hard disk to OAMSS-PSSD if the machine is to be pulled out from the Department for repair.
5. The Contractor shall surrender all hard disks of the units for destruction at the end of the contract.
6. The Contractor must provide demo-units of all machines for testing before Post-Qualification.
7. The Contractor shall submit, on a quarterly basis, a hard and soft copy of the Department's photocopy volume, broken down by month and consumption per Office.

	<p>8. The Contractor shall provide the Department, upon request, machines according to specifications required for special events, whether held within or outside the DFA premises, in addition to those provided in the offices or official functions. OAMSS shall submit to the Contractor a written request for additional machines at least two (2) days before the date of intended use. The machines provided need not be brand new.</p> <p>9. The Contractor shall also provide one (1) technician/operator for every venue, on a stand-by basis, for the additional machines for the duration of said events or official functions. Charges for the additional technician shall be deemed included in the total contract price.</p> <p>Charges for the installation, pull-out, and use of any of the additional machines shall be based only upon actual use thereof.</p> <p>10. The Contractor shall include in its bid offer the following provisions:</p> <ul style="list-style-type: none"> a) Uniform price per copy for the Main Office, DFA– Aseana, COs and for events. b) No minimum copies imposed on any and/or all machines assigned to the Department. c) Allowance for two percent (2%) copy spoilage. d) For machines to be used on events, there will be a minimum of 10,000 monochrome copies consumable. 	
V.	<p>Miscellaneous Provisions</p> <p>The Department reserves the right to increase or decrease the number of photocopying machines during the contract period and to provide moving services in case of commencement of retrofitting activities in the DFA Main Building. If request is done within the last three (3) months of the contract, the Contractor shall provide photocopier with same model as provided or higher models that meet the technical specifications.</p>	
VI.	<p>Contractor's Guaranty</p> <p>The Contractor shall guarantee that the toners supplied and other spare parts to be supplied are from the manufacturer</p>	

	<p>of the units and not replacement toners and spare parts. The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p>	
VII.	<p>Terms of Delivery</p> <p>All units shall be delivered and functional before the start of the contract.</p>	
VIII.	<p>Transitory Provision</p> <p>The winning Contractor shall coordinate with the previous Contractor for the Lease of Photocopying/Scanning Machines, to allow continuity of usage of the previous Contractor's photocopying machines and supplies until the new photocopying machines are delivered, deployed and configured by the winning Contractor.</p>	
IX.	<p>Contract Duration</p> <p>The lease contract shall be for the period starting from January to December 2023.</p>	
X.	<p>Force Majeure</p> <p>The Department reserves the right to amend and revise the contract in the event that the retrofitting of the DFA Building commences during the contract period.</p>	
XI.	<p>Terms of Payment</p> <ul style="list-style-type: none"> a. The Contractor shall submit the monthly billing of regular usage to OAMSS-PSSD within the first ten (10) days of the following month with the Certified True Copy (CTC) of required documents needed for payment requested by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). b. Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with the complete required documents and audited by OFMS-FRMD, through List of Due and Demandable Accounts Payable (LDDAP). c. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment. 	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]

Distribution List of Leased Photocopying/Scanning Machine for CY 2023

MAIN OFFICE

	Office Name	Monochrome	Monochrome and Colored	Total Machines
1	OSEC (including Special Project Unit)	3	3	6
2	UA (including BAC)	4	1	5
3	UBRAA	-	1	1
4	UCSCA	1	1	2
5	UMAIER	3	1	4
6	UMWA	5	1	6
7	ASEAN	1	1	2
8	ASPAC	1	1	2
9	BFSE	1	-	1
10	DFA Mindanao	1	-	1
11	DLLU	-	1	1
12	HRMO (including Clinic and Day Care)	12	3	15
13	IAS	1	-	1
14	ISU	1	-	1
15	MOAO	2	1	3
16	OAA	2	-	2
17	OAMSS	13	3	16
18	OCA CRD	1		1
19	OEA	2	-	2
20	OFMS (including COA)	13	2	15
21	OMEAA	2	1	3
22	OP	2	1	3
23	OPCD (including CDD)	2	1	3
24	OPPC	2	-	2
25	OTLA	3	-	3
26	OVS	1	1	2
27	UNIO	2	-	2
TOTAL		81	24	105

OCA-ASEANA

Office Name	Monochrome	Monochrome and Colored	Total Machines
1. ASec's Office 3F	1		1
2. ASU	2	1	1
3. Authentication 4F	1		1
4. Authentication GF	1		1
5. Authentication GF	1		1
6. Authentication Admin 4F	1		1
7. Authentication GF	1		1
8. CAPAC GF	1		1
9. CIC 4F	1		1
10. COCD 3F	1		1
11. Courtesy Lane 2F	1		1
12. Courtesy Lane 2F	1		1
13. CRD 4F	1		1
14. CRD 4F	1		1
15. DOPS 3F	1		1
16. Engineering 5F	1		1
17. ExDir 3F	1		1
18. Individual Releasing GF	1		1
19. Individual Processing GF	1		1
20. Passport Director GF	1		1
21. Passport Division 4F	1		1
22. PEC 2F	1		1
23. PIFMS 3F	1		1
24. PITS 4F	1		1
25. POW 4F	1		1
26. PRF 2F	1		1
27. Property 3F	1		1
28. RDSS/RVU 4F	1		1
29. RVU/SAU/WDU 4F	1		1
30. Visa 3F	1		1
31. WDU 4F	1		1
TOTAL	32	1	33

CONSULAR OFFICES

Office Name	Monochrome	Monochrome and Colored	Total Machines
Consular Offices (Metro Manila)			
1. NCR Central (Robinsons Galleria)	1		1
2. NCR East (SM Megamall)	2		2
3. NCR North (Robinsons Novaliches)	1		1
4. NCR Northeast (Ali Mall)	2		2
5. NCR South (Alabang)	2		2
6. NCR West (SM Manila)	2		2
7. Double Dragon	1		1
Consular Offices (Regional)			
1. CO ANGELES CITY	1		1
2. CO ANTIPOLO, RIZAL	1		1
3. CO BACOLOD CITY	1		1
4. CO BAGUIO	1		1
5. CO BUTUAN	1		1
6. CO CAGAYAN DE ORO	1		1
7. CO CALASIAO	1		1
8. CO CEBU	1		1
9. CO CLARIN, MISAMIS OCCIDENTAL	1		1
10. CO DASMARIÑAS, CAVITE	1		1
11. CO DAVAO	1		1
12. CO DUMAGUETE	1		1
13. CO GENERAL SANTOS	1		1
14. CO ILOILO	1		1
15. CO KIDAPAWAN	1		1

16.CO LA UNON	1		1
17.CO LEGAZPI	1		1
18.CO LIPA	1		1
19.CO LUCENA	1		1
20.CO MALOLOS, BULACAN	1		1
21.CO PANIQUI, TARLAC	1		1
22.CO PUERTO PRINCESA	1		1
23.CO SAN FERNANDO CITY, PAMPANGA	2		2
24.CO SAN NICOLAS, ILOCOS NORTE	1		1
25.CO SAN PABLO, LAGUNA	1		1
26.CO SANTIAGO, ISABELA	1		1
27.CO TACLOBAN	1		1
28.CO TAGUM, DAVAO DEL NORTE	1		1
29.CO TUGUEGARAO	1		1
30.CO ZAMBOANGA	1		1
31.EPC LIMA	1		1
TOTAL	43		43



DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

BIDS AND AWARDS COMMITTEE
2330 Roxas Boulevard, Pasay City
Tel. Nos.: 834-4823; Fax No.: 831-9584
Email: bac.secretariat@dfa.gov.ph

SUPPLEMENTAL / BID BULLETIN No. 1

Project : **Procurement for Lease of Photocopying/ Scanning Machine for CY 2023**
Reference : PB-GS-44-22-EP10
ABC : PhP 19,270,046.20
Date : 07 December 2022

This supplemental/bid bulletin is issued to provide information to the prospective proponents/bidders on the following changes to the Bidding Documents:

1. Item 3 of Technical Specifications:
 - A. One hundred fifty-six (156) units heavy-duty, copier-based, monochrome photocopier (A5 to A3):
 - a.1 Copy Speed: minimum of 45 paper sheets per minute (ppm) specifically, "A4" paper size
 - a.2 Printing Speed: minimum of 45 ppm, specifically for "A4" paper size
 - a.3 Scanning Speed: minimum of 70 opm/ipm, specifically for "A4" paper size
 - a.4 Customizable printout and copying resolution: 600x600 – 1200x1200 dpi
 - B. Twenty-five (25) units heavy-duty, copier-based colored photocopiers/scanners (A5 to A3):
 - b.1 Copy Speed: minimum of 45 paper sheets per minute (ppm) specifically, "A4" paper size
 - b.2 Printing Speed: minimum of 45 ppm, specifically for "A4" paper size
 - b.3 Scanning Speed: minimum of 70 opm/ipm, specifically for "A4" paper size
 - b.4 Customizable printout and copying resolution: 600x600 – 1200x1200 dpi

2. Item VII. Terms of Delivery

In case where the winning bidder has no sufficient number of brand new units during the bidding process and would require to procure brand new/latest model units, original proof of order made before the start of the contract should be presented to OAMSS-PSSD.

The Bidding Documents are amended accordingly.

For the information and guidance of all concerned.


CHARLIE P. MANANGAN
BAC Chairperson

**TECHNICAL SPECIFICATIONS/
TERMS OF REFERENCE**

**Lease of Photocopying / Scanning Machine for CY 2023
ABC: PhP19,270,046.20**

ITEMS	SPECIFICATIONS	
I.	<p>Background</p> <p>The Department of Foreign Affairs intends to lease photocopying/scanning services through outsourcing of good quality, quick, multifunctional and dependable machines.</p>	
II.	<p>Objective</p> <p>To provide the Department good quality photocopying/scanning services for a period of one year from January to December 2023.</p>	
III.	<p>Technical Specifications</p> <ol style="list-style-type: none"> 1. One brand of photocopying machines to the Main Office, the DFA-Aseana and all Consular Offices (COs), as indicated in Annex B. 2. All machines must be brand new, latest year model and in excellent working condition, and shall render services for the estimated volume of 15,500,000 copies. 3. Upon delivery, all photocopying/scanning machines shall be inspected or checked by OAMSS to ensure that all units passed the standard quality certification. 4. Minimum of one hundred eighty-one (181) units with the following specifications: <ol style="list-style-type: none"> A. One hundred fifty-six (156) units heavy-duty, copier-based, monochrome photocopier (A5 to A3): 	<p>STATEMENT OF COMPLIANCE</p>

- Black and white photocopier, printer and colored scanner
- Digital, network, and multi-function copier, printer and scanner
- Capable of wireless network connection for various operating system (Windows/MacOs)
- Copy Speed: minimum of 45 paper sheets per minute (ppm) specifically, "A4" paper size
- Printing Speed: minimum of 45 ppm, specifically for "A4" paper size
- Scanning Speed: minimum of 70 opm/ipm, specifically for "A4" paper size
- Document Feeder capacity: minimum of one hundred (100) originals
- Can scan and copy multiple sizes at once.
- Can continue scanning and copying the current loaded page in case of paper jam, once cleared.
- Accepted (feed) originals: A5 (5.8 x 8.3 inches) to Legal Size Paper (8.5 x 14 inches)
- Output: A5 to A3
- Reduction and enhancement: 25% - 400%
- Customizable scanning resolution: within 100 – 600 dpi
- Customizable printout and copying resolution: 600x600 – 1200x1200 dpi
- Continuous copying or printing: 1-999 sheets
- Warm-up time: less than 35 seconds
- First copy time: less than 10 seconds
- Power requirement: 220-230VAC, 50-60 Hz
- Energy efficient / energy saving features
- 2 paper trays (500 sheets each) + bypass tray (100 sheets)
- GSM minimum 70
- With security lock or password operation
- With reversible automatic document feeder (capable of multiple page originals)
- With automatic back to back copying and printing
- Electronic sorting
- ISO compliant
- USB-Ready connection
- Scan formats: JPEG, PDF, etc.
- Prints actual usage for billing purposes
- No part of the machine should be exposed or protruding, except bypass trays
- Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM

- The copiers must be compatible with the Department's operating systems, applications and software.

B. Twenty-five (25) units heavy-duty, copier-based colored photocopiers/scanners (A5 to A3):

- Colored heavy-duty photocopier, printer and scanner.
- Digital, network and multifunction colored copier, printer and scanner.
- Capable of wireless network connection for various operating system (Windows/MacOs)
- Copy Speed: minimum of 45 paper sheets per minute (ppm), specifically "A4" paper size
- Printing Speed: minimum of 45 ppm, specifically for "A4" paper size
- Scanning Speed: minimum of 70 opm/ipm, specifically for "A4" paper size
- Document Feeder capacity: minimum of one hundred (100) originals
- Can scan and copy multiple sizes at once.
- Can continue scanning and copying the current loaded page in case of paper jam, once cleared.
- Accepted feed originals: A5 (5.8 x 8.3 inches) to A3 (11.69 x16.53 inches)
- Reduction and enhancement: 25% - 400%
- Customizable scanning resolution: **within** 100 – 600 dpi
- Customizable printout and copying resolution: 600x600 – 1200x1200 dpi
- Continuous copying or printing: 1-999 sheets
- Warm-up time: less than 35 seconds
- First copy time: Color 10 seconds or less, black and white: 7 seconds or less
- Power requirements: 220-230 V AC, 50-60Hz
- Energy efficient / energy saving features
- 2 paper trays (500 sheets each) + bypass tray (100 sheets)
- GSM minimum 70
- With security lock or password protected
- With reversible automatic document feeder (capable of multiple page originals)
- With automatic back-to-back copying
- Electronic sorting

	<ul style="list-style-type: none"> ● ISO-compliant ● USB-Ready connection ● Scan formats: JPEG, PDF, etc. ● Default to black and white printing and photocopying ● Prints actual usage for billing purposes ● Minimum: 120 GB Hard Disk Drive (HDD) 2 GB RAM ● No part of the machine should be exposed or protruding, except bypass trays ● The copiers must be compatible with the Department's operating systems, applications and software. 	
<p>IV.</p>	<p>Contractor's Obligations</p> <p>The Contractor shall provide the following:</p> <ol style="list-style-type: none"> 1. The Contractor shall have the necessary capability, expertise, equipment, manpower and financial resources, to undertake photocopying and scanning requirements of the Department and all its offices nationwide (Main Building, DFA-Aseana, Consular Offices, including other offices that maybe created and/or opened that can meet the minimum estimated volume, for the duration of the contract and any extensions thereof); 2. A certification that it is the exclusive distributor (authorized partner) of the brand it will provide; 3. Technicians to conduct repairs during machine breakdown and preventive maintenance for units in the Main Office and DFA-Aseana shall be deployed within two (2) hours' notification. <p>The Contractor shall deploy technicians within three (3) hours to Consular Offices (COs) in Metro Manila without in-house technicians, and shall repair the unit within the day. If the unit cannot be repaired within the</p>	

day, the Contractor shall provide a service unit with similar specifications the following working day which shall not be later than 12 noon. The Contractor shall be liable for liquidated damages for every day of delay for failure to comply with the delivery of the service unit.

For notifications after 3:00 p.m., the technician shall be deployed the following working day.

4. Replacement machines with the same specifications shall be delivered within six (6) hours for COs within Metro Manila and three (3) working days for COs outside Metro Manila, if a unit is withdrawn for repair or because it is broken. Failure to provide the replacement within the required time shall result in a penalty of Php 500.00 per hour of delay except when delay is caused by force majeure.
5. Three (3) in-house technicians shall be available for preventive maintenance for an eight (8)-hour daily schedule, Mondays to Fridays, at the Main Office and DFA- Aseana
6. Two (2) standby monochrome machines shall be made available at all times as replacement for any machine breakdown.
7. Technician/s shall be "on call" basis for all COs.
8. A customer service supervisor/technician to conduct inspection every month, including preventive maintenance, of the photocopying machines as well as to serve as liaison officer between the Contractor and the Department, with OAMSS-PSSD as the action office.

9. "Hot Line" for technical services / assistance that may be needed beyond the 8:00 a.m. to 5:00 p.m. regular working hours, including weekends and holidays.

10. Free end-user trainings to operate the machines upon deployment.

Other Duties of the Contractor

1. No machines shall be removed from the Main Office, DFA - Aseana or COs without the express permission of the concerned office, accompanied by a written approval of the Head of OAMSS-PSSD, anytime during the duration of the contract for repairs and/or replacement.

2. All expenses for the repair and replacement of spare parts or consumable items, such as toners, shall be exclusively on the account of the Contractor.

3. The Contractor shall have in storage in the Department at least ten percent (10%) of the consumable items needed.

4. The Contractor shall surrender the photocopier's hard disk to OAMSS-PSSD if the machine is to be pulled out from the Department for repair.

5. The Contractor shall surrender all hard disks of the units for destruction at the end of the contract.

6. The Contractor must provide demo-units of all machines for testing before Post-Qualification.

7. The Contractor shall submit, on a quarterly basis, a hard and soft copy of the Department's photocopy volume, broken down by month and consumption per Office.

	<p>8. The Contractor shall provide the Department, upon request, machines according to specifications required for special events, whether held within or outside the DFA premises, in addition to those provided in the offices or official functions. OAMSS shall submit to the Contractor a written request for additional machines at least two (2) days before the date of intended use. The machines provided need not be brand new.</p> <p>9. The Contractor shall also provide one (1) technician/operator for every venue, on a stand-by basis, for the additional machines for the duration of said events or official functions. Charges for the additional technician shall be deemed included in the total contract price.</p> <p>Charges for the installation, pull-out, and use of any of the additional machines shall be based only upon actual use thereof.</p> <p>10. The Contractor shall include in its bid offer the following provisions:</p> <ul style="list-style-type: none"> a) Uniform price per copy for the Main Office, DFA– Aseana, COs and for events. b) No minimum copies imposed on any and/or all machines assigned to the Department. c) Allowance for two percent (2%) copy spoilage. d) For machines to be used on events, there will be a minimum of 10,000 monochrome copies consumable. 	
<p>V.</p>	<p>Miscellaneous Provisions</p>	

	<p>The Department reserves the right to increase or decrease the number of photocopying machines during the contract period and to provide moving services in case of commencement of retrofitting activities in the DFA Main Building. If request is done within the last three (3) months of the contract, the Contractor shall provide photocopier with same model as provided or higher models that meet the technical specifications.</p>	
VI.	<p>Contractor's Guaranty</p> <p>The Contractor shall guarantee that the toners supplied and other spare parts to be supplied are from the manufacturer of the units and not replacement toners and spare parts.</p> <p>The Contractor shall guarantee that all photocopying machines shall not cause electrical/electronic interference that can damage office computers, equipment and appliances and shall not cause sudden electrical power surges.</p> <p>The Contractor shall ensure that the spent toner cartridges and used spare parts are disposed of properly.</p>	
VII.	<p>Terms of Delivery</p> <p>All units shall be delivered and functional before the start of the contract.</p> <p>In case where the winning bidder has no sufficient number of brand new units during the bidding process and would require to procure brand new/latest model units, original proof of order made before the start of the contract should be presented to OAMSS-PSSD.</p>	
VIII.	<p>Transitory Provision</p>	

	<p>The winning Contractor shall coordinate with the previous Contractor for the Lease of Photocopying/Scanning Machines, to allow continuity of usage of the previous Contractor's photocopying machines and supplies until the new photocopying machines are delivered, deployed and configured by the winning Contractor.</p>	
IX.	<p>Contract Duration</p> <p>The lease contract shall be for the period starting from January to December 2023.</p>	
X.	<p>Force Majeure</p> <p>The Department reserves the right to amend and revise the contract in the event that the retrofitting of the DFA Building commences during the contract period.</p>	
XI.	<p>Terms of Payment</p> <p>a. The Contractor shall submit the monthly billing of regular usage to OAMSS-PSSD within the first ten (10) days of the following month with the Certified True Copy (CTC) of required documents needed for payment requested by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD).</p> <p>b. Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with the complete required documents and audited by OFMS-FRMD, through List of Due and Demandable Accounts Payable (LDDAP).</p> <p>c. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.</p>	

Note:

Bidder must state compliance to each of the provisions in the Terms of Reference/Technical Specifications, as well as to the Schedule of Requirements. The Statement of Compliance must be signed by the authorized representative of the Bidder, with proof of authority to sign and submit the bid for and in behalf of the Bidder concerned. If the Bidder is a joint venture, the representative must have authority to sign for and in behalf of the partners to the joint venture. All documentary requirements should be submitted on or before the deadline for the submission of bids.

Bidders must state here either "Comply" or "Not Comply" against each of the individual parameters of each Specification stating the corresponding performance parameter of the equipment offered. Statements of "Comply" or "Not Comply" must be supported by evidence in a Bidders Bid and cross-referenced to that evidence. Evidence shall be in the form of manufacturer's un-amended sales literature, unconditional statements of specification and compliance issued by the manufacturer, samples, independent test data etc., as appropriate. A statement that is not supported by evidence or is subsequently found to be contradicted by the evidence presented will render the Bid under evaluation liable for rejection. A statement either in the Bidders statement of compliance or the supporting evidence that is found to be false either during Bid evaluation, post-qualification or the execution of the Contract may be regarded as fraudulent and render the Bidder or supplier liable for prosecution subject to the provisions of **ITB** Clause 3.1(a)(ii) and/or **GCC** Clause 2.1(a)(ii)

Conformé:

[Signature/s]

[Name of the Bidder/ Bidder's Authorized Representative/s]

[Position]

[Date]

Section IV. General Conditions of Contract

Notes on the General Conditions of Contract

The General Conditions of Contract (GCC) in this Section, read in conjunction with the Special Conditions of Contract in Section V and other documents listed therein, should be a complete document expressing all the rights and obligations of the parties.

Matters governing performance of the Supplier, payments under the contract, or matters affecting the risks, rights, and obligations of the parties under the contract are included in the GCC and Special Conditions of Contract.

Any complementary information, which may be needed, shall be introduced only through the Special Conditions of Contract.

1. **Scope of Contract**

This Contract shall include all such items, although not specifically mentioned, that can be reasonably inferred as being required for its completion as if such items were expressly mentioned herein. All the provisions of RA No. 9184 and its 2016 revised IRR, including the Generic Procurement Manual, and associated issuances, constitute the primary source for the terms and conditions of the Contract, and thus, applicable in contract implementation. Herein clauses shall serve as the secondary source for the terms and conditions of the Contract.

This is without prejudice to Sections 74.1 and 74.2 of the 2016 revised IRR of RA No. 9184 allowing the GPPB to amend the IRR, which shall be applied to all procurement activities, the advertisement, posting, or invitation of which were issued after the effectivity of the said amendment.

Additional requirements for the completion of this Contract shall be provided in the **Special Conditions of Contract (SCC)**.

2. **Advance Payment and Terms of Payment**

2.1. Advance payment of the contract amount is provided under Annex “D” of the revised 2016 IRR of RA No. 9184.

2.2. The Procuring Entity is allowed to determine the terms of payment on the partial or staggered delivery of the Goods procured, provided such partial payment shall correspond to the value of the goods delivered and accepted in accordance with prevailing accounting and auditing rules and regulations. The terms of payment are indicated in the **SCC**.

3. **Performance Security**

Within ten (10) calendar days from receipt of the Notice of Award by the Bidder from the Procuring Entity but in no case later than prior to the signing of the Contract by both parties, the successful Bidder shall furnish the performance security in any of the forms prescribed in Section 39 of the 2016 revised IRR of RA No. 9184

4. **Inspection and Tests**

The Procuring Entity or its representative shall have the right to inspect and/or to test the Goods to confirm their conformity to the Project specifications at no extra cost to the Procuring Entity in accordance with the Generic Procurement Manual. In addition to tests in the **SCC**, **Section IV (Technical Specifications)** shall specify what inspections and/or tests the Procuring Entity requires, and where they are to be conducted. The Procuring Entity shall notify the Supplier in writing, in a timely manner, of the identity of any representatives retained for these purposes.

All reasonable facilities and assistance for the inspection and testing of Goods, including access to drawings and production data, shall be provided by the Supplier to the authorized inspectors at no charge to the Procuring Entity.

5. Warranty

- 6.1. In order to assure that manufacturing defects shall be corrected by the Supplier, a warranty shall be required from the Supplier as provided under Section 62.1 of the 2016 revised IRR of RA No. 9184.
- 6.2. The Procuring Entity shall promptly notify the Supplier in writing of any claims arising under this warranty. Upon receipt of such notice, the Supplier shall, repair or replace the defective Goods or parts thereof without cost to the Procuring Entity, pursuant to the Generic Procurement Manual.

6. Liability of the Supplier

The Supplier's liability under this Contract shall be as provided by the laws of the Republic of the Philippines.

If the Supplier is a joint venture, all partners to the joint venture shall be jointly and severally liable to the Procuring Entity.

Section V. Special Conditions of Contract

Notes on the Special Conditions of Contract

Similar to the BDS, the clauses in this Section are intended to assist the Procuring Entity in providing contract-specific information in relation to corresponding clauses in the GCC found in Section IV.

The Special Conditions of Contract (SCC) complement the GCC, specifying contractual requirements linked to the special circumstances of the Procuring Entity, the Procuring Entity's country, the sector, and the Goods purchased. In preparing this Section, the following aspects should be checked:

- a. Information that complements provisions of the GCC must be incorporated.
- b. Amendments and/or supplements to provisions of the GCC as necessitated by the circumstances of the specific purchase, must also be incorporated.

However, no special condition which defeats or negates the general intent and purpose of the provisions of the GCC should be incorporated herein.

Special Conditions of Contract

GCC Clause	
1	<p><i>[List here any additional requirements for the completion of this Contract. The following requirements and the corresponding provisions may be deleted, amended, or retained depending on its applicability to this Contract:]</i></p> <p>Delivery and Documents –</p> <p>For purposes of the Contract, “EXW,” “FOB,” “FCA,” “CIF,” “CIP,” “DDP” and other trade terms used to describe the obligations of the parties shall have the meanings assigned to them by the current edition of INCOTERMS published by the International Chamber of Commerce, Paris. The Delivery terms of this Contract shall be as follows:</p> <p><i>[For Goods supplied from abroad, state:]</i> “The delivery terms applicable to the Contract are DDP delivered <i>[indicate place of destination]</i>. In accordance with INCOTERMS.”</p> <p><i>[For Goods supplied from within the Philippines, state:]</i> “The delivery terms applicable to this Contract are delivered <i>[indicate place of destination]</i>. Risk and title will pass from the Supplier to the Procuring Entity upon receipt and final acceptance of the Goods at their final destination.”</p> <p>Delivery of the Goods shall be made by the Supplier in accordance with the terms specified in Section VI (Schedule of Requirements).</p> <p>For purposes of this Clause the Procuring Entity’s Representative at the Project Site is <i>[indicate name(s)]</i>.</p> <p>Incidental Services –</p> <p>The Supplier is required to provide all of the following services, including additional services, if any, specified in Section VI. Schedule of Requirements:</p> <p><i>Select appropriate requirements and delete the rest.</i></p> <ol style="list-style-type: none"> a. performance or supervision of on-site assembly and/or start-up of the supplied Goods; b. furnishing of tools required for assembly and/or maintenance of the supplied Goods; c. furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied Goods;

- d. performance or supervision or maintenance and/or repair of the supplied Goods, for a period of time agreed by the parties, provided that this service shall not relieve the Supplier of any warranty obligations under this Contract; and
- e. training of the Procuring Entity's personnel, at the Supplier's plant and/or on-site, in assembly, start-up, operation, maintenance, and/or repair of the supplied Goods.

The Contract price for the Goods shall include the prices charged by the Supplier for incidental services and shall not exceed the prevailing rates charged to other parties by the Supplier for similar services.

Spare Parts –

The Supplier is required to provide all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the Supplier:

Select appropriate requirements and delete the rest.

- a. such spare parts as the Procuring Entity may elect to purchase from the Supplier, provided that this election shall not relieve the Supplier of any warranty obligations under this Contract; and
- b. in the event of termination of production of the spare parts:
 - i. advance notification to the Procuring Entity of the pending termination, in sufficient time to permit the Procuring Entity to procure needed requirements; and
 - ii. following such termination, furnishing at no cost to the Procuring Entity, the blueprints, drawings, and specifications of the spare parts, if requested.

The spare parts and other components required are listed in **Section VI (Schedule of Requirements)** and the cost thereof are included in the contract price.

The Supplier shall carry sufficient inventories to assure ex-stock supply of consumable spare parts or components for the Goods for a period of [*indicate here the time period specified. If not used indicate a time period of three times the warranty period*].

Spare parts or components shall be supplied as promptly as possible, but in any case, within [*insert appropriate time period*] months of placing the order.

	<p>Packaging –</p> <p>The Supplier shall provide such packaging of the Goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in this Contract. The packaging shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packaging case size and weights shall take into consideration, where appropriate, the remoteness of the Goods’ final destination and the absence of heavy handling facilities at all points in transit.</p> <p>The packaging, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the Contract, including additional requirements, if any, specified below, and in any subsequent instructions ordered by the Procuring Entity.</p> <p>The outer packaging must be clearly marked on at least four (4) sides as follows:</p> <p>Name of the Procuring Entity Name of the Supplier Contract Description Final Destination Gross weight Any special lifting instructions Any special handling instructions Any relevant HAZCHEM classifications</p>
	<p>A packaging list identifying the contents and quantities of the package is to be placed on an accessible point of the outer packaging if practical. If not practical the packaging list is to be placed inside the outer packaging but outside the secondary packaging.</p> <p>Transportation –</p> <p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP, or DDP, transport of the Goods to the port of destination or such other named place of destination in the Philippines, as shall be specified in this Contract, shall be arranged and paid for by the Supplier, and the cost thereof shall be included in the Contract Price.</p> <p>Where the Supplier is required under this Contract to transport the Goods to a specified place of destination within the Philippines, defined as the Project Site, transport to such place of destination in the Philippines, including insurance and storage, as shall be specified in this Contract, shall be arranged by the Supplier, and related costs shall be included in the contract price.</p>

	<p>Where the Supplier is required under Contract to deliver the Goods CIF, CIP or DDP, Goods are to be transported on carriers of Philippine registry. In the event that no carrier of Philippine registry is available, Goods may be shipped by a carrier which is not of Philippine registry provided that the Supplier obtains and presents to the Procuring Entity certification to this effect from the nearest Philippine consulate to the port of dispatch. In the event that carriers of Philippine registry are available but their schedule delays the Supplier in its performance of this Contract the period from when the Goods were first ready for shipment and the actual date of shipment the period of delay will be considered force majeure.</p> <p>The Procuring Entity accepts no liability for the damage of Goods during transit other than those prescribed by INCOTERMS for DDP deliveries. In the case of Goods supplied from within the Philippines or supplied by domestic Suppliers risk and title will not be deemed to have passed to the Procuring Entity until their receipt and final acceptance at the final destination.</p> <p>Intellectual Property Rights –</p> <p>The Supplier shall indemnify the Procuring Entity against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the Goods or any part thereof.</p>
2.2	<p>The terms of payment shall be as follows:</p> <ul style="list-style-type: none"> a. The Contractor shall submit the monthly billing of regular usage to OAMSS-PSSD within the first ten (10) days of the following month with the Certified True Copy (CTC) of required documents needed for payment requested by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). b. Payments shall be made within thirty (30) working days upon receipt of the monthly invoice with the complete required documents and audited by OFMS-FRMD, through List of Due and Demandable Accounts Payable (LDDAP). c. All taxes withheld shall form part of the amount paid to the Contractor. A Certificate of Tax Withheld shall be issued by the Department to accompany each payment.
4	<p>The inspections and tests that will be conducted are: <i>inspection of goods upon deliver as specified in the Terms of Reference.</i></p>



THE PREMIER INSURANCE & SURETY CORPORATION

Unit 1002 Federal Tower Center, Dasmariñas St., District III, Brgy. 282 Zone 26, San Nicolas, Manila 1010
Tel. No.: 243-0172 / 242-2163 / Tele Fax: 243-0170
VAT Reg. TIN: 001-006-578-000

OFFICIAL RECEIPT No. 6011592

Date JANUARY 03, 2023 . 20

RECEIVED from M OTUS COPY SYSTEMS, INC.

Bus. Style: TIN:

with address at

the sum of pesos NINETEEN THOUSAND FOUR HUNDRED FIFTY SIX

PESOS & 50/100 (P 19,456.50)

Philippine Currency in Payment of the following:

Policy/Bond No.	From	Philippine Currency
(13)127042	1/03/23 . 20 To until final acceptance of the project	
Vatable Premium		15,000.00
VAT Exempt Premium		
Zero Rated Premium		
VAT Amount		1,800.00
Documentary Stamps		1,875.00
Total Sales		
Less: Withholding Tax		
Fire Tax		
Mun. Tax (LGT)		150.00
Notarial Fee		
Others		631.50
B/A P 3,878,103.30		
Total		P 19,456.50
<input type="checkbox"/> CHECK _____ <input type="checkbox"/> CASH _____ TOTAL _____ P _____ By: <u>Llezi Concha</u> (Authorized Signature)		
1. Any payment tendered other than in cash is received subject to actual CASH collection. 2. Acceptance of this payment shall not waive any of the Company's right to deny liability on claim under the Policy arising before such payments. 3. This receipt replaces Provisional Receipt No. _____		

20,000 Bkts. (50 x 4) 5350001 - 6350000
BIR Authority to Print No.: 8AU0000349669
Date Issued: 06-28-2019 : Valid until 06-27-2024

Printer's Accreditation No.: 032MP2018000000009
Date Issued: 11-27-2018 Valid Unit: 11-27-2023



TRIPLE FFF PRINTMASTER • 3561 Mag. Araullo St., Bacood,
Zone 061 Brgy. 610, Sta. Mesa, Manila • VAT Reg. TIN: 110-007-059-000

THIS OFFICIAL RECEIPT SHALL BE VALID FOR FIVE (5) YEARS FROM THE DATE OF ATP

BAC SECRETARIAT

RECEIVED BY: Dennis
DATE: 28 JANUARY 2023
TIME: _____



**THE PREMIER INSURANCE
& SURETY CORPORATION**

Room 301 Travellers Life Building,
490 T.M. Kalaw Street, Ermita, Manila 1000
Tel. Nos.: 8282-3645 • 8551-5098 • 8244-9852
www.thepremier.com.ph Email:info@thepremier.com.ph
VAT REG. TIN: 001-006-578-000

January 3, 2023

DEPARTMENT OF FOREIGN AFFAIRS
2330 Roxas Blvd., Pasay City

Re : **PERFORMANCE BOND No. G(13) 127042**

Dear Sir/Madam,

We hereby confirmed the validity and authenticity of the above-captioned **Performance Bond No. G(13) 127042** issued by our Office and duly signed by **MS. JOSEPHINE H. DE GUZMAN**, Assistant Underwriting Manager, in the amount of **THREE MILLION EIGHT HUNDRED SEVENTY EIGHT THOUSAND ONE HUNDRED THREE PESOS & 30/100 ONLY (PHP 3,878,103.30)**, Philippine Currency, in favor of **DEPARTMENT OF FOREIGN AFFAIRS**, for the account of **OTUS COPY SYSTEMS, INC.** in connection with the **LEASE OF PHOTOCOPYING / SCANNING MACHINE FOR FY 2023** and in accordance with the provision of R.A. 9184, this bond is "**Callable on Demand**" valid January 3, 2023 until final acceptance of the project.

Thank you and please honor the above subject Performance Bond.

Very truly yours,

THE PREMIER INSURANCE & SURETY CORPORATION

By:

RUBEN P. ANONUEVO
AVP-Bonds Underwriting/RI

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA)S.S.

SUBSCRIBED AND SWORN TO BEFORE ME this 3th day of January, 2023 in the City of Manila,
Affiant exhibiting to me his SSS No. 33-3533627-1.

Doc. No.: 83
Page No.: 17
Book No.: VII
Series of 2023.

ATTY. IGNACIO S. MANAPIL
NOTARY PUBLIC for MANILA
Commission No. 2022-102
Until December 31, 2023
2296-A Leon Guiato, Malate, Manila
Roll No. 35223
PTR No. MLA.0873152 / 01-06-2023
LIFETIME IBP Membership No. 00
MCLE COMPLIANCE NO. VI-001



Republika ng Pilipinas
Republic of the Philippines
Kagawaran ng Pananalapi
Department of Finance
INSURANCE COMMISSION

ITO AY PATUNAY na ang **THE PREMIER INSURANCE & SURETY CORPORATION**
(This is to certify that

NG LUNGSOD NG MAYNILA, PILIPINAS

na isang pang **DI-BUHAY**
a **NON-LIFE**
(FIRE, MARINE, CASUALTY & SURETY)

na kompanya ng seguro ay nakatugon sa lahat ng mga kailangang itinakda ng batas
insurance company, has complied with all requirements of law

ng Pilipinas kaugnay sa gayong mga kompanya ng seguro, kung kaya pinagkakalooban
of the Philippines relative to such insurance companies, and it is hereby granted

nitong **KATIBAYAN NG PAGKAMAYKAPANGYARIHAN** upang makipagnegosyo ng
this **CERTIFICATE OF AUTHORITY** to transact

the class of insurance business above set forth until twelve o'clock midnight, on the thirty-first

araw ng Disyembre, taong dalawang libo't dalawampu't apat
day of December 2024

maliban kung agad na bawiin o pigilin ng may makatuwirang dahilan.
unless sooner revoked or suspended for cause.)

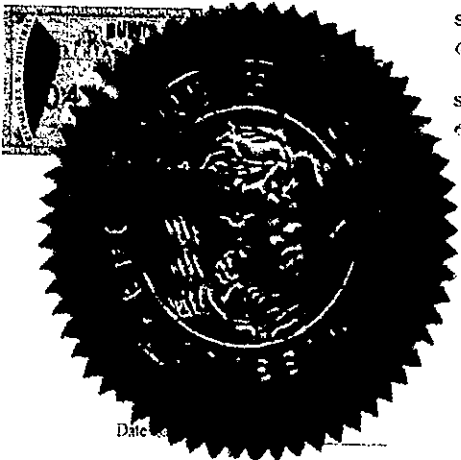


Bilang **KATUNAYAN NITO**, inilagda ko ang aking pangalan
(In WITNESS WHEREOF, I have hereunto subscribed my name

at ikinintal ang Opisyal na Tatak ng aking Tanggapan
and caused my Official Seal to be affixed,

sa Lungsod ng Maynila, Pilipinas. Ito ay may bisa
at the City of Manila, Philippines. This becomes

simula ika-isa ng Enero 2022.
effective on 1 January 2022.)



DENNIS B. FUNA
Insurance Commissioner

Date _____



THE PREMIER INSURANCE & SURETY CORPORATION

Unit 1002 Federal Tower Center, Dasmariñas St.,
San Nicolas, Manila
Tel. Nos.: 243-0172 / 242-2163 • Telefax: 243-0170
VAT Reg. TIN: 001-006-578-000

Prem./E-VAT	₱	_____
Doc. Stamps		_____
L.G.T.		_____
Not. Fee		_____
Others		_____
TOTAL	₱	=====

PERFORMANCE BOND

KNOW ALL MEN BY THESE PRESENTS:

That we, OTUS COPY SYSTEMS, INC.
 on the 3rd day of January, 202023, of 10th Floor MG Tower No.75 Shaw Blvd., Brgy. daang bakal, Mandaluyong City
 as principal and **THE PREMIER INSURANCE & SURETY CORPORATION**, a corporation duly organized and existing under and by virtue of the laws of the Philippines with principal office in Manila, Philippines as Surety are held firmly bound unto _____
DEPARTMENT OF FOREIGN AFFAIRS of _____
 in the sum of THREE MILLION EIGHT HUNDRED SEVENTY EIGHT THOUSAND ONE HUNDRED THREE PESOS & 30/100 (₱ 3,878,103.30) Philippine Currency, for the payment of which, well and truly to be made, we bind ourselves, our heirs, executors, administrators, successor, and assigns jointly and severally, firmly by these presents:

THE CONDITIONS OF THIS OBLIGATIONS ARE AS FOLLOWS:

" WHEREAS, the above bounden principal was required by the obligee to post this bond to guarantee the full and faithful performance by the winning bidder of its obligation under the " LEASE OF PHOTOCOPIING / SCANNING MACHINE FOR FY 2023 ."

THIS BOND IS CALLABLE ON DEMAND.

" WHEREAS, the liability of the surety company under this bond shall in no case exceed the sum amount of PESOS: THREE MILLION EIGHT HUNDRED SEVENTY EIGHT THOUSAND ONE HUNDRED THREE PESOS & 30/100 (₱ 3,878,103.30) PHILIPPINE CURRENCY.

WHEREAS, said Contract requires said Principal to give a good and sufficient bond in the above stated sum to secure the full and faithful performance on his part of said Contract.

NOW THEREFORE, if the principal shall well and truly perform and fulfill all the undertakings, covenants, terms, conditions, and agreements stipulated in said Contract, then this obligation shall be null and void, otherwise, it shall remain in full force and effect.

The liability of **THE PREMIER INSURANCE & SURETY CORPORATION** under this bond will expire on UNTIL FINAL ACCEPTANCE OF THE PROJECT, 202023 and the SURETY does not assume any responsibility for any liability incurred or created after said date, notice of claims against the SURETY must be given to the bonding company not later than (10) ten days from said expiration date, and failure to do so shall release the SURETY from all liabilities under this bond and shall be a bar to any action against it.

WITNESS OUR HANDS, AND SEAL this 3rd day of January, 202023, at Manila, Philippines.

OTUS COPY SYSTEMS, INC.
BY:

Jenky E. Manarpiis
JENKY E. MANARPIIS
VP FOR ADMIN & FINANCE

Principal

Liezl Concha
LIEZL CONCHA

THE PREMIER INSURANCE & SURETY CORP.
TIN 001-006-578

Josephine M. De Guzman
By: JOSEPHINE M. DE GUZMAN
Asst. Underwriting Manager

Signed in the Presence of:

Kevin Hernandez
KEVIN HERNANDEZ

**List of All Ongoing Government & Private Contracts including
Contracts awarded but not yet started**

Business Name : OTUS COPY SYSTEMS INC.
Business Address : 10F MG Tower Bldg., #75 Shaw Blvd., Mandaluyong City

No.	Name of Project		a. Owner's Name			Nature of Work		Contractor's Role		a. Date Awarded			% of Accomplishment		Value of Outstanding Works
	Project Cost		b. Address		c. Tel. Nos.			Description	%	b. Date Started	c. Completion	Planned	Actual		
I. Government															
1.0	86,094,750.00	Lease / Rental of Brand New Multifunction Copier Machine as per BSP Terms of Reference (TOR) for three (3) years	a. BANGKO SENTRAL NG PILIPINAS	b. P. Ocampo st. cor. Roxas Blvd., Ermita, Manila	c. Elaine Eusebio / 099886.26717 / eusebio@bsp.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. December 20, 2019 b. February 8, 2020 c. February 7, 2023	100%	91.67%	4,786,868.10			
2.0	718,200.00	Rental of Copiers	a. PAMANTASAN NG LUNGSOD NG MAYNILA	b. General Luna st., cor Moralla st., Intramuros, Manila	c. Engr. Bryan Gulapa / 643.2550 / cgulapa@plm.edu.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100.00%	a. Dec. 15, 2021 b. Feb. 2, 2022 c. Feb. 2, 2023	100%	66.67%	239,376.06			
3.0	6,534,000.00	Rental of Office Equipment (Photocopying Machines)	a. GOVERNMENT SERVICE INSURANCE SYSTEM	b. GSIS Complex, Pasay City	c. Ruel Maggualat / 479.3600 / afmamaril@gsis.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100.00%	a. Feb. 24, 2020 b. June 18, 2020 c. Dec. 31, 2022	100%	93.94%	395,960.40			
4.0	6,439,769.75	Three (3) Years Lease of Thirty (30) Units Photocopiers Machine for Landbank Head Office Units	a. LAND BANK OF THE PHILIPPINES	b. Landbank Plaza, 1598 MH Del Pilar cor. Dr. J Quintos St., Maslata, Manila	c. Jake del Monte / 09163075861	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 28, 2022 b. April 12, 2022 c. April 30, 2025	100%	16.67%	5,386,260.13			



5.0	PR NO. 21-09-575-ONE (1) LOT CY 2022-2023 Rental of Photocopier	3,945,600.00	a. SENATE OF THE PHILIPPINES	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Dec. 21, 2021	100%	29.17%	2,794,668.48
			b. GSIS Financial Center, Pasay City				b. Jan. 1, 2022			
			c. Bernabe Lauron / 552-6601 loc 4293 /bherlauron@yahoo.com				c. Dec. 31, 2023			
6.0	Procurement for the Lease/Rental of at least Twenty-Three (23) Brand New Multifunctional Photocopying Machines for Food and Drug Administration and FDA Action Center (ITB No. 2022-0054-AFS)	3,951,863.64	a. FOOD AND DRUG ADMINISTRATION	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. June 27, 2022	100%	8.33%	3,622,673.40
			b. Filinvest, Alabang Muntinlupa City				b. Oct. 3, 2022			
			c. Manuel Guevarra / 857-1900 /mggvevarra@fda.gov.ph				c. Sept. 31, 2023			
7.0	Two (2)- Year Rental of Six (6) Copier Machines for the PICC Offices	408,000.00	a. PHILIPPINE INTERNATIONAL CONVENTION CENTER	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 18, 2021	100%	75.00%	102,000.00
			b. PICC Complex, Pasay City				b. April 1, 2021			
			c. Engr. Willy Alcoriza / 789-4789/walcoriza@picc.gov.ph				c. March 31, 2023			
8.0	Rental of the Photocopying Machine for the period March 23 to December 31, 2022 (RFQ No. 2022-006)	37,500.00	a. DEPARTMENT OF BUDGET AND MANAGEMENT - 4B MIMAROPA	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 23, 2022	100%	80%	7,500.00
			b. 2F CSP Bldg., 815 Quezon Ave., Sta. Cruz, Quezon City				b. March 23, 2022			
			c. John Jefferson Gamboa/374-7839 loc 8031/jgamboa@dbm.gov.ph				c. Dec. 31, 2022			
9.0	Rental of Photocopying Machines	6,273,146.88	a. DEPARTMENT OF BUDGET AND MANAGEMENT	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 7, 2022	100%	33.33%	4,182,307.02
			b. Solano St., San Miguel, Manila				b. Feb. 9, 2022			
			c. Hanna Marie T. Castillo / 8735-4902/htapic@dbm.gov.ph				c. Feb. 9, 2024			
10.0	Provision of Rental Of Photocopying Machine CY 2021	45,000.00	a. ARMED FORCES OF THE PHILIPPINES, BAC	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 1, 2022	100%	66.67%	14,998.50
			b. Bulwagan Syquilo, P. Santos Ave., Camp Gen. Emilio Aguinaldo, Quezon City				b. Jan. 1, 2022			
			c. Helen Marquez/ 8911-6001 loc 6495/ghqbacsec2@gmail.com				c. Dec. 31, 2022			
11.0	Photocopying Services for the Philippine Trade Training Center	220,000.00	a. PHILIPPINE TRADE TRAINING CENTER	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 1, 2021	100%	100% with Extension	22,000.00
			b. PTTC Bldg., Sen. Gil Puyat Ave., cor Roxas Blvd., Pasay City				b. March 1, 2021			
			c. King Padillo / 09173295464/learn@pttc.gov.ph				c. Dec. 31, 2021			



12.0	Lease of Photocopying Machine 352,800.00	a. OFFICE OF SENATOR VILLANUEVA b. Senate of the Philippines, Pasay City c. Jocelyn Sanchez / 9171201267/jimloyd007@gmail.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Aug. 2, 2022	100%	8.33%	323,411.76
						b. Aug. 2, 2022			
						c. Aug. 1, 2024			
13.0	Lease of Photocopying Machine 529,200.00	a. OFFICE OF SENATOR VILLANUEVA b. Senate of the Philippines, Pasay City c. Jocelyn Sanchez / 09171201267/jimloyd007@gmail.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. June 8, 2020	100%	75.00%	132,300.00
						b. June 8, 2020			
						c. June 9, 2023			
14.0	Lease of Photocopying Machine 214,433.60	a. OFFICE OF SENATOR BINAY b. Senate of the Philippines, Pasay City c. Erwin Cudiamat / 55226.01/minajose19@gmail.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 2, 2022	100%	90.91%	19,492.01
						b. Jan. 2, 2022			
						c. Dec. 31, 2022			
15.0	Three (3) Years Lease/Rental of Laser Printer with Supply of Toner Cartridges and Related Services 6,557,539.20	a. NATIONAL POWER CORPORATION b. Diliman, Quezon City c. Ronnel Torres / 921.3541 /rretorres@napcor.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 31, 2022	100%	69.44%	2,003,983.98
						b. April 19, 2022			
						c. April 15, 2023			
16.0	Procurement of One (1) Year Rental for the Twenty (20) Color Multifunction Copy Machines 2,985,710.00	a. BASES CONVERSION AND DEVELOPMENT AUTHORITY b. Bonifacio Global Center, Taguig City c. Donald G. Tolentino / 575-1789/dgtolentino@bccda.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 31, 2022	100%	41.67%	1,741,564.64
						b. April 19, 2022			
						c. April 15, 2023			
17.0	One (1) Lot Rental Of Photocopying Services 2,227,200.00	a. DEVELOPMENT ACADEMY OF THE PHILIPPINES b. DAP Bldg., San Miguel Ave., Pasig City c. Veronica Ferrer / 631-0921 loc.152 / ferrerv@dap.edu.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 1, 2022	100%	20.83%	1,763,274.24
						b. March 1, 2022			
						c. Feb. 29, 2024			
18.0	Procurement of One (1) Lot Rental of Eighteen (18) Units of High Speed Photocopying Machines and One Hundred (100) Units of Toners 1,800,000.00	a. SANDIGANBAYAN b. Centennial Bldg. Commonwealth Ave., Batasan Road, Quezon City c. Susan Aragon / 8951.4514 / sandiganbayan_supplysection@yahoo.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 31, 2022	100%	66.67%	599,940.00
						b. Feb. 4, 2022			
						c. Feb. 3, 2023			



19.0	One Job Supply of Photocopying Machine Services to the NEDA Central Office under a Three-Year Service Agreement 1,600,000.00	a. NATIONAL ECONOMIC AND DEVELOPMENT AUTHORITY b. 12 Saint Josemaria Escrivá Drive, Ortigas Center, Pasig City c. Constanline R. Mayuga / 09174905096 / crmayuga@neda.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. July 13, 2022	100%	8.33%	1,466,720.00
						b. July 27, 2022			
						c. July 31, 2023			
20.0	Lease of Digital Multifunction Copiers (Monochrome) for FY 2022 NEP 6,391,665.88	a. OFFICE OF THE SOLICITOR GENERAL b. Amoroso St., Makati City c. Edwin Bagoes/813.1174/embagoes@osg.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 18, 2022	100%	75.00%	1,597,916.47
						b. Jan. 24, 2022			
						c. Jan. 24, 2023			
21.0	Rental of 21 units Copying Machine (Fiscal Year 2022 Early Procurement) 1,050,000.00	a. NATIONAL INTELLIGENCE COORDINATING AGENCY b. #5 V. Luna st., Quezon City c. Ruby Anne Escandor/ 927-4245 Ext2300 / bacsec@nica.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 28, 2022	100%	66.67%	349,965.00
						b. Feb. 21, 2022			
						c. Feb. 21, 2023			
22.0	Lease of Photocopying Machine 91,200.00	a. OFFICE OF SENATOR ESTRADA b. Senate of the Philippines, Pasay City c. Dames R. Garces/0917.3077730	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. July 15, 2022	100%	25.00%	68,400.00
						b. July 15, 2022			
						c. July 15, 2023			
23.0	Lease of Laser Monochrome and Full Color Printers 2,778,750.00	a. COMMISSION ON APPOINTMENTS b. 6th Flr., PNB Financial Center, Macapagal Blvd., Pasay City c. Winnie Mirhan/9834-2708/winnie_mirhan@yahoo.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 9, 2022	100%	25%	2,084,062.50
						b. July 1, 2022			
						c. December 31, 2022			
24.0	Lease of Laser Monochrome and Full Color Printers 507,451.20	a. COMMISSION ON APPOINTMENTS b. 6th Flr., PNB Financial Center, Macapagal Blvd., Pasay City c. Winnie Mirhan/9834-2708/winnie_mirhan@yahoo.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 9, 2022	100%	58%	211,454.92
						b. April 1, 2022			
						c. March 30, 2023			
25.0	RENTAL OF PRINTER 220,400.00	a. PRESIDENTIAL LEGISLATIVE LIAISON OFFICE b. Intramuros, Manila c. Rosalie Morales/8736-1152 /rtmorales@plio.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 4, 2022	100%	83.33%	36,740.68
						b. Jan. 1, 2022			
						c. Dec. 31, 2022			



26.0	Procurement of Rental of Photocopying Machines for FY 2022 1,249,200.00	a. COMMISSION ON HIGHER EDUCATION			Main Contractor	100%	100%	75.0%	312,300.00	
		b. CP Garcia, UP Campus, Diliman, Quezon City	Rental of Multifunction Devices with Managed Services	a. March 22, 2022						b. May 1, 2022
		c. Ms. Maria Charina Zafino/ 0999.4445996/ 8441-1260/ bacsecretariat@ched.gov.ph								
27.0	Rental of Multi-Function Digital Photocopying Machines CY 2022 2,212,874.17	a. BUREAU OF THE TREASURY			Main Contractor	100%	100%	58.33%	922,104.67	
		b. Intramuros, Manila	Rental of Multifunction Devices with Managed Services	a. Jan. 4, 2022						b. Jan. 4, 2022
		c. Rosalia De Leon/0908.9589637 / rtsalvacion@treasury.gov.ph								
28.0	Rental of Photocopying Machine CY 2022 93,600.00	a. ARMED FORCES OF THE PHILIPPINES, SYSTEM ENGINEERING OFFICE			Main Contractor	100%	100%	75.00%	23,400.00	
		b. Segundo Ave., Camp Gen. Emilio Aguinaldo, Quezon City	Rental of Multifunction Devices with Managed Services	a. Jan. 1, 2022						b. Jan. 1, 2022
		c. Helen Marquez/ 8911-6001 loc 6495/ ghqbacsec2@gmail.com								
29.0	Rental of Photocopying Machine FY2021 60,000.00	a. MAYOR'S OFFICE/MUNICIPALITY OF ANGONO			Main Contractor	100%	100%	50.00%	30,000.00	
		b. ML Quezon Ave., Brgy. San Isidro, Angono Rizal	Rental of Multifunction Devices with Managed Services	a. Feb. 18, 2022						b. March 1, 2022
		c. Richard Ang/ 661.3641/richardang3699@gmail.com								
30.0	Lease of Photocopier 60,000.00	a. AL AMANAH ISLAMIC INVESTMENT BANK OF THE PHILIPPINES			Main Contractor	100%	100%	33.33%	40,002.00	
		b. Greenhills McKinley, Arcade, MA104, Ortigas Avenue, San Juan City	Rental of Multifunction Devices with Managed Services	a. April 25, 2022						b. May 1, 2022
		c. Jhoanna Bellen/8893.4350/ jrbellen@amanahbank.gov.ph								
31.0	Multi-year Contract for the Rental of Photocopying Machines Project 4,020,219.00	a. PHILIPPINE DEPOSIT INSURANCE CORPORATION			Main Contractor	100%	100%	50.00%	2,010,109.50	
		b. SSS Bldg., 6782 Ayala Ave. corner VA Rufino st., Makati City	Rental of Multifunction Devices with Managed Services	a. March 15, 2021						b. March 24, 2021
		c. Analinga Laco/8841-4915/ aclao@pdic.gov.ph								
32.0	Lease of Multi-Functional Photocopying Machine for CY 2021 2,703,782.16	a. BUREAU OF CUSTOMS			Main Contractor	100%	100%	50.00%	1,351,981.08	
		b. South Harbor, Gate 3, Port Area, Manila	Rental of Multifunction Devices with Managed Services	a. August 4, 2022						b. August 12, 2022
		c. Eloiza F. Gregorio /0917.1430359/Eloiza.Gregorio@customs.gov.ph								



33.0	Procurement of Photocopier/Scanning Machine for FY 2022 19,375,010.70	a. DEPARTMENT OF FOREIGN AFFAIRS			Main Contractor	100%	a. Jan. 3, 2022	100%	75.00%	4,843,752.68
		b. Roxas Blvd., Pasay City					b. Jan.3, 2022			
		c. Allan Aguilar / 834-4897 /allanaguilar91@gmail.com					c. Dec. 31, 2022			
34.0	Procurement for the Lease of Photocopying Machines for the DOTR - Central Office (Project ID No. BAC-CO-GS-2022-03) 2,689,210.00	a. DEPARTMENT OF TRANSPORTATION			Main Contractor	100%	a. Feb. 21, 2022	100%	58.33%	1,120,593.81
		b. DOTR Compound APO Court along Sergio Osmeña st., Clark Freeport Zone, Pampanga					b. March 3, 2022			
		c. Rosalia Vista / 975.5407048/sallyvista35@gmail.com					c. March 3, 2023			
35.0	Lease of Brand New Multi-Function Copier Machines 1,385,070.00	a. CLARK DEVELOPMENT CORPORATION			Main Contractor	100%	a. Sep. 27, 2021	100%	50.00%	692,535.00
		b. Elpidio Quirino St., Clark Freeport Zone, Pampanga					b. Oct. 7, 2021			
		c. Belinda Kabigting / 0932.3690002/ Belinda.Kabigting@clark.com.ph					c. Oct. 31, 2022			
36.0	Lease of Photocopying Machines for the Department of Agriculture (DA) for Calendar Year 2022 under IB No. 003-22 4,656,009.60	a. DEPARTMENT OF AGRICULTURE			Main Contractor	100%	a. Feb. 22, 2022	100%	77.78%	1,034,565.33
		b. Elliptical Road, Vasra, Diliman, Quezon City					b. March 11, 2022			
		c. Rose Aquino / 8273.2474 loc 2108 / roseaquino_da@yahoo.com					c. Dec. 31, 2022			
37.0	Procurement of CY 2022 DND Proper Photocopying Services Project 7,459,200.00	a. DEPARTMENT OF NATIONAL DEFENSE			Main Contractor	100%	a. Feb. 3, 2022	100%	83.33%	1,243,448.64
		b. Camp General Emilio Aguinaldo, Quezon City					b. March 10, 2022			
		c. Sweet Camille Soriano / 982-5697 / sweetcamillesoriano@gmail.com					c. Dec. 31, 2022			
38.0	Rental of 14 Units Photocopying Machines for BFP 967,890.00	a. BUREAU OF FIRE PROTECTION			Main Contractor	100%	a. March 28, 2022	100%	54.55%	439,906.01
		b. Agham., Brgy. Bagong Pagasa, Quezon City					b. April 7, 2022			
		c. Wilma Napuli/ 09179037397/ bfpnhq_d1_smd@yahoo.com					c. March 30, 2023			
39.0	Rental of Monochrome and Full-Color Digital Photocopying Machines for CY 2022 2,688,000.00	a. PHILIPPINE VETERANS AFFAIRS OFFICE			Main Contractor	100%	a. Jan. 4, 2022	100%	83.33%	448,089.60
		b. Camp Aguinaldo, Quezon City					b. Jan. 17, 2022			
		c. Archie Elipso / 912-4696/gssmd.ssu@gmail.com					c. Dec. 31, 2022			



40.0	Provision of Photocopying Services for the TESDA Central Office FY 2021 2,070,878.40	a. TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY b. East Service Road, South Luzon Expressway (SLEX), Fort Bonifacio, Taguig City c. Pilar de Leon / 818-7729/ mmppgenito@lesda.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 28, 2022	100%	81.82%	376,485.69
						b. Jan. 31, 2022			
						c. Dec. 31, 2022			
41.0	Contract for One (1) Year Rental / Lease of 35 units Photocopier Machine under PR No. GSD 2101-003 and ITB No. 2101-007-05 1,462,333.06	a. LIGHT RAIL TRANSIT AUTHORITY b. Line 2 Depot, Marcos Highway, Santolan Pasig c. Rosemary G. Cueto / 647-3941 / rosemariem.cueto@lrtta.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Sept. 17, 2021	100%	100%	121,812.34
						b. Nov. 5, 2021			
						c. Nov. 5, 2022			
42.0	Rental of three (3) units Multi-Functional Photocopying Machine: Full Color for 12 months 456,000.00	a. PHILIPPINE SPACE AGENCY b. UPD-Electrical and Electronics Engineering Institute Bldg., Velasquez St., UP Diliman, Quezon City c. Maria Lucila Belandres / 09178015768/lucila.belandres@philsa.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. May 27, 2022	100%	66.67%	151,984.80
						b. June 1, 2022			
						c. May 31, 2023			
43.0	Photocopying Services at PSALM Office in Quezon City and Bagac Property in Bagac, Bataan (Project Ref. No. 2021-SVP-PSPO-020-01) 1,020,433.37	a. BUREAU OF INTERNAL REVENUE R.6 b. BIR Bldg. 1, Solana cor. Beaterio st., Intramuros, Manila c. Roxanne Dionisio / 0917.1923600	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 27, 2022	100%	90.91%	92,757.39
						b. Jan. 27, 2022			
						c. Dec. 31, 2022			
44.0	Lease of Photocopying Services for the Presidential Management Staff (PMS) Central Office for Calendar Year (CY) 2022 (LOT A) 1,371,700.00	a. PRESIDENTIAL MANAGEMENT STAFF (OP-PMS) b. Malacañang c. Paula Bianca de Mesa/0917.5919855/ gall.raya@pms.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 11, 2022	100%	83.33%	228,662.39
						b. Feb. 8, 2022			
						c. Dec. 31, 2022			
45.0	Lease of Photocopying Services for the Presidential Management Staff (PMS) Central Office for Calendar Year (CY) 2022 (LOT B) 358,560.00	a. PRESIDENTIAL MANAGEMENT STAFF (OP-PMS) b. Malacañang c. Paula Bianca de Mesa/0917.5919855	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 11, 2022	100%	83.33%	59,771.95
						b. Feb. 8, 2022			
						c. Dec. 31, 2022			
46.0	PHOTOCOPIER RENTAL FROM 02 JANUARY 2022 TO 31 DECEMBER 2022 112,800.00	a. UNESCO NATIONAL COMMISSION OF THE PHILIPPINES b. DFA Bldg. 2330 Roxas Blvd., Pasay City c. Marlon de los Santos/ 0977.3379532	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Dec. 31, 2021	100%	83.33%	18,803.76
						b. Jan. 3, 2022			
						c. Dec. 31, 2022			




47.0	ONE (1) YEAR RENTAL OF FOUR (4) UNITS OF BRAND NEW OR NEWLY MANUFACTURED FULL COLORED COPYING MACHINE (SCANNING AND PRINTING) 207,360.00	a. INTERCOUNTRY ADOPTION BOARD b. 4F A.N.Y. Bldg., #38 Tirmog Ave., Quezon City c. Ryan Christopher Manalo/8726-4568/ rctmanalo@icab.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 28, 2022	100%	83.33%	34,566.91
						b. Jan. 28, 2022			
						c. Dec. 31, 2022			
48.0	One (1) Year Lease of Five (5) Units Multi-Functional Photocopying Machine for the Insurance Commission PR No. 2022-03-041A 244,600.00	a. INSURANCE COMMISSION b. 1071 United Nations Avenue, Manila c. Jenina Vergara /09173045303/jra.vergara@insurance.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. April 29, 2022	100%	33.33%	163,208.16
						b. June 16, 2022			
						c. June 16, 2023			
49.0	Rental of Seven (7) Heavy Duty Photocopying Machine 88,000.00	a. OVERSEAS WORKERS ADMINISTRATION b. Sen. Gil Puyat Ave., Pasay City c. Bai Mendoza /09322025085/ owwancr.procurement@gmail.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Feb. 28, 2022	100%	80%	17,600.00
						b. March 1, 2022			
						c. Dec. 31, 2022			
50.0	Rental and Delivery Service for Photocopying Machines for MET CY 2022 360,000.00	a. NATIONAL COMMISSION FOR CULTURE AND ARTS - METROPOLITAN b. Padre Burgos st., Manila c. AJ Barbadillo/ 8712.2380/ kalli.abduinasser@ncca.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 5, 2022	100%	77.78%	79,992.00
						b. April 7, 2022			
						c. Dec. 31, 2022			
51.0	Lease of Photocopying Machine 197,568.00	a. OFFICE OF SENATOR JUAN EDGARDO "SONNY" ANGARA b. Senate of the Philippines, Pasay City c. Veronica San Pedro / 552-6601 loc 5570/ sensonnayangara@yahoo.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Jan. 1, 2022	100%	83.33%	32,934.59
						b. Jan. 1, 2022			
						c. Dec. 31, 2022			
52.0	Contract of Lease/Rental of Copier and Printing Machines 27,500.00	a. COMMISSION ON POPULATION AND DEVELOPMENT b. Welfareville Compound, Acacia Lane, Brgy. Addition Hillis, Mandaluyong City c. Micah Faith Atienza/ 09484315841	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Feb. 22, 2022	100%	80%	5,500.00
						b. March 7, 2022			
						c. Dec. 31, 2022			
53.0	Printer Rental of RPNO 78,496.00	a. Department of Social Welfare Development - MIMAROPA b. DSWD FO MIMAROPA, 1680 F. T Benitez cor Malvar Sts, Malate, Manila c. Hershly M. Cruz / hmcruz@dswd.gov.ph / 09515944449	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. May 2, 2022	100%	50.00%	39,248.00
						b. May 2, 2022			
						c. May 31, 2022			



54.0	Rental of Eleven (11) Units Of Photocopying Machines for NCCA Various Offices from February 2022 to December 2022 474,485.00	a. NATIONAL COMMISSION FOR CULTURE AND ARTS - MAIN OFFICE b. Gen. Luna St, Intramuros, Manila c. Princess de Guzman/09496569946/procurement@ncca.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Feb. 17, 2022	100%	80%	94,897.00
						b. Feb. 22, 2022			
						c. Dec. 31, 2022			
55.0	Lease of Lot 1: Multifunction Printer/Copier for twelve (12) months 136,800.00	a. DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT b. DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City c. Jesse Gata /jesseboy_gata@yahoo.com / 8926-6256	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. August 2, 2022	100%	16.67%	113,995.44
						b. August 2, 2022			
						c. August 2, 2023			
56.0	Lease of Seventy-Three (73) units of Photocopying Machine for the DENR-CO under PR No. 2022-04-1031 966,000.00	a. DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES - CENTRAL OFFICE b. Visayas Ave., Diliman, Quezon City c. Norielle ann P. Vergara/ 9266526/property.bacsec@yahoo.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. June 16, 2022	100%	83.33%	161,032.20
						b. July 4, 2022			
						c. December 31, 2022			
57.0	Rental/Lease of Printing Equipment for DA-Central under IB No. 047-22 1,886,400.00	a. DEPARTMENT OF AGRICULTURE - CENTRAL OFFICE b. DA Compound, Elliptical Road, Diliman Quezon City c. Teddy Casucog/8273.2474/teddy.casucog@da.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Sept. 6, 2022	100%	25.00%	1,414,800.00
						b. Sept. 30, 2022			
						c. Dec. 31, 2022			
58.0	Machine Rental for Two (2) Units for PPP's Printing and Photocopying Requirements for a period of One (1) Year 91,800.00	a. PHILIPPINE PHARMA PROCUREMENT, INC. b. Torsedillas st., Saucedo Village, Makati City c. Hope Joerel Dumalacao/840.3704 loc 128/hope.dumalacao@ptcpharma.com.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Aug. 1, 2022	100%	16.67%	76,496.94
						b. Aug. 30, 2022			
						c. Aug. 30, 2023			
59.0	Rental of Photocopying Machine FY 2022 70,000.00	a. DEPARTMENT OF AGRICULTURE - ACEF b. DA Compound, Elliptical Road, Diliman Quezon City c. Teddy Casucog/8273.2474/teddy.casucog@da.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. Sept. 1, 2022	100%	25.00%	52,500.00
						b. Sept. 1, 2022			
						c. Dec. 31, 2022			
60.0	Supply of Printing Services (Highspeed Printers Capable of printing at least 55ppm and 75ppm) 4,740,000.00	a. SECURITIES AND EXCHANGE COMMISSION b. Secretariat Bldg., PICC Complex, Pasay City c. Isma C. Gonzales /0917.5839879 / igonzales@sec.gov.ph	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. April 6, 2022	100%	41.67%	2,764,842.00
						b. June 1, 2022			
						c. May 31, 2023			



61.0	Lease of Photocopying Machine and Related Services	52,800.00	a. DENR - FOREST MANAGEMENT BUREAU b. Visayas Ave., Diliman, Quezon City c. Norielle ann P. Vergara/ 9266526/property.bacsec@yahoo.com	Rental of Multifunction Devices with Managed Services	Main Contractor	100%	a. March 28, 2022	100%	50.00%	26,400.00
							b. March 28, 2022			
Total Cost Value of Outstanding Contracts										54,574,918.17


ERWIN C. MANARPIIS or JENNIFER L. CALAYAG
(Printed Name & Signature)

Submitted by:

Designation : President / Project Support Officer – South Central Operations

Date : **December 19, 2022**


CERTIFIED ORIGINAL TRUE COPY
AUTHORIZED REPRESENTATIVE(S)

Republic of the Philippines
Department of Budget and Management
PROCUREMENT SERVICE
CERTIFICATE OF PHILGEPS REGISTRATION
(Platinum Membership)

THIS IS TO CERTIFY THAT

OTUS COPY SYSTEMS, INC.
10th Floor MG Tower, 75 Shaw Blvd., ,
Mandaluyong City , Metro Manila , NCR , Philippines

*is registered in the **Philippine Government Electronic Procurement System (PhilGEPS)** on 31-Mar-2008 pursuant to Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.*

*This further certifies that **OTUS COPY SYSTEMS, INC.** has submitted the required eligibility documents in the PhilGEPS Supplier Registry as listed in Annex A, which document is attached hereto and made an integral part hereof.*

For the purpose of updating this Certificate, all Class "A" eligibility documents covered by Section 8.5.2 of the Revised Implementing Rules and Regulations of Republic Act No. 9184 supporting the veracity, authenticity and validity of this Certificate shall remain current and updated. The failure by the prospective Bidder to update this Certificate with the current and updated Class "A" eligibility documents shall result in the automatic suspension of its validity until such time that all of the expired Class "A" eligibility documents has been updated.

By submitting this Certificate, the Bidder certifies:

- 1. the authenticity, genuineness, validity, and completeness of the copy of the original eligibility documents submitted;*
- 2. the veracity of the statements and information contained therein;*
- 3. that the Certificate is not a guaranty that the named registrant will be declared eligible without first being determined to be such for that particular bidding, nor is it an evidence that the Bidder has passed the post-qualification stage; and*
- 4. that any finding of concealment, falsification, or misrepresentation of any of the eligibility documents submitted, or the contents thereof shall be a ground for disqualification from further participation in the bidding process, without prejudice to the imposition of appropriate administrative, civil and criminal penalty in accordance with the laws.*

This Certificate is valid until 03-Jul-2023

Issued this 27th day of June 2022.

This is a system generated certificate. No signature is required.



Documentary Stamp Tax Paid Php 30.00
Certificate Reference No: 200803281651848734787
Amended Date as of October 24, 2022 4:34 PM

Page 1 of 3
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AUTHORIZED REPRESENTATIVE(S)

List of Eligibility Documents

of

OTUS COPY SYSTEMS, INC.

10th Floor MG Tower, 75 Shaw Blvd.,
Mandaluyong City , Metro Manila , NCR , Philippines

SEC Certificate	Registration Date : 03-May-2006 SEC Certificate Number : CS200606472
Mayors Permit	Expiration Date : 31-Dec-2022 Permit Number : 2200162 Place of Issue : Mandaluyong City Issued By / Signatory : Catherine De Leon Arce Issuance Date : 04-Jan-2022
Tax Clearance	Expiration Date : 19-Oct-2023 TCC Number : 07B-041-10-19-R2349-2022-M Issued By / Signatory : Albert Joy A. Araño Issuance date : 19-Oct-2022
Audited Financial Statement	Date of Filing : 25-Apr-2022 Current Asset : 40,953,981.00 Total Asset : 110,347,001.00 Current Liabilities : 11,703,973.00 Total Liabilities : 49,576,232.00 Name of Auditor : Angel C. Nolasco BIR RDO Code : 41
PCAB License	Expiration Date : - Issued By / Signatory : Issuance Date : - License Number : License First Issue Date : - Principal Classification : Category :

Certificate Reference No: 200803281651848734787
Amended Date as of October 24, 2022 4:34 PM

REMINDERS ¹

- *The PhilGEPS office shall not determine the eligibility of merchants. The PhilGEPS office's evaluation of the eligibility requirements shall be for the sole purpose of determining the approval or disapproval of the merchant's application for registration.*
- *A merchant's registration and membership in the GOP-OMR is neither contract-specific nor understood to be tantamount to a finding of eligibility. Neither shall the merchant's successful registration in the GOP-OMR be relied upon to claim eligibility for the purpose of participation in any public bidding.*
- *The determination of the eligibility of merchants, whether registered with the GOP-OMR or not, shall remain with the Bids and Awards Committee (BAC). The BAC's determination of validity of the eligibility requirements shall be conclusive to enable the merchant to participate in the public bidding process.*

Certificate Reference No: 200803281651848734787
Amended Date as of October 24, 2022 4:34 PM

¹Refer to Section 4 of the Guidelines for the Use of the Government of the Philippines - Official Merchant's Re

REPUBLIC OF THE PHILIPPINES)
CITY OF **TAGUIG CITY** S.S.

x-----x

MANUFACTURER'S OMNIBUS SWORN CERTIFICATION

I, **GUILLERMO R. TAINO**, of legal age, married, Filipino, and residing at c/o 25th Floor, SM Aura Tower, 26th St. Cor. McKinley Parkway, Taguig, 1630 Metro Manila, after having been duly sworn in accordance with law, do hereby depose and state that:

1. I am the duly authorized and designated **Assistant Vice President of FUJI XEROX Phils., Inc. and Head of National Channel Operations** and granted full power and authority to do, execute and perform any and all acts necessary to sign any and all Certifications issued to all Authorized Channel Partners in the Philippines for bidding purposes;
2. That **FUJI XEROX Philippines, Inc.** is a wholly-owned subsidiary of **FUJI XEROX Co. Ltd.** of Tokyo, Japan and a manufacturer, importer and exclusive distributor of **FUJI XEROX** brand of products in the Philippines;
3. As a foreign-owned company and manufacturer, **FUJI XEROX Phils., Inc.** had appointed **Otus Copy Systems, Inc.** as its Channel Partner in the Philippines for the Government Sector and they are allowed to sell, market, distribute, perform the warranty, maintenance and service on **FUJI XEROX** brand of photocopiers, printers, scanners, multifunction devices and other products made by us;
4. That to date **Otus Copy Systems, Inc.** is the only dealer and reseller of our New Multifunction model **ApeosPort Series R** in the Philippine market;
5. That the **ApeosPort Series R** machines are produced in our factories with **ISO 9001/9002** and **ISO 14001/14002** Certifications for manufacturing copiers and printers at the **FUJI XEROX Manufacturing Co., Ltd. – Suzuka Center, Japan** and are solely imported to the Philippines by us;
6. That the **ApeosPort Series R** models currently on stock are of recent production of **CY 2019**;
7. That the **ApeosPort-IV 3065 Series R** and **V C5576 Series R** offered by **Otus Copy Systems, Inc.** are further upgraded with the following specifications and Bill of Materials:
 - a.) Server Message Block Version 2 or higher compatibility
 - b.) HDD from 250GB – 320GB or Higher and at least 32GB HDR of RAM
 - c.) Console type Four-Tray + 1 Bypass + 1 Side Tray
 - d.) USB Activation Kit
 - e.) External Access Kit
8. That the consumables for use on the **ApeosPort Series R** models such as toners was tested in accordance with **ISO 19752** for monochrome and **ISO 19798** for color and with other maintenance parts such as drums and waste toner cartridges certified by us true and correct with the corresponding yields per attached Annex "A";



CERTIFIED ORIGINAL / TRUE COPY

9. That each of the documents provided by FUJI XEROX Phils., Inc. and submitted by Otus Copy Systems, Inc. in satisfaction of the bidding requirements is an authentic copy of the original, complete, unamended and all statements and information provided therein are true and correct and can be verified thru the undersigned at:

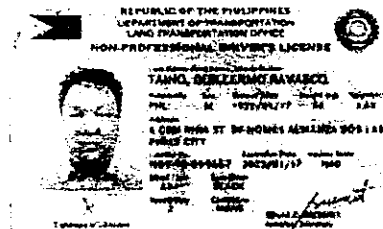
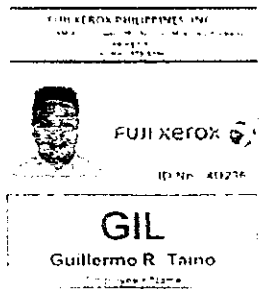
FUJI XEROX PHILS. INC.
Trunk line : 7878.5200
e-mail : guillermo.taino@phl.fujixerox.com

10. That FUJI XEROX Phils., Inc. is authorizing the Procuring Entity or its duly authorized representative(s) to verify all the documents provided by us to, and submitted by Otus Copy Systems, Inc.;
11. I am making this statement in compliance with the request of Otus Copy Systems, Inc. for bidding and for whatever legal purpose it may serve.

IN WITNESS WHEREOF, I have hereunto set my hand this 30th day of October, 2019 at Mandaluyong City, Philippines.

11/05/19 03:14

GUILLERMO R. TAINO
Asst. Vice President – FUJI XEROX PHILS. INC
Head, National Channels Operations



SUBSCRIBED AND SWORN to before me this 05 NOV 2019 day of 05 NOV 2019 at TAGUIG CITY, Philippines. Affiant is personally known to me and was identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiant exhibited to me his Driver's License, with his photograph and signature appearing thereon, with no. N03-90-099657 expiring on 2022/01/17 and issued at LTO Office, Philippines.

Witness my hand and seal this 05 NOV 2019 day of 05 NOV 2019, 2019.

[Signature]
ATTY. EDILBERTO F. FACINABAU
NAME OF NOTARY PUBLIC
Serial No. of Commission 2019
Notary Public for 9-13-2018
Roll of Attorneys No. 1-03-2019
MCLE Compliance [date issued], [place issued]
IBP No. [date issued], [place issued]
IBP Roll No. [date issued], [place issued]
1 C / Bldg. Gen. Luna St., Tuktukan Taguig

Doc. No. 413
Page No. 80
Book No. 17411
Series of 2019

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Consumables Yield

Model	Item Description	Yield
AP-IV 3065 Series R	Black Toner Part No. CT 201734	25,000
	Drum Part No. CT 350923	96,000
AP-V C5576 Series R	Black Toner Part No. 201370	26,000
	Cyan Toner Part No. 201371	15,000
	Magenta Toner Part No. 201372	15,000
	Yellow Toner Part No. 201373	15,000
	Waste Toner Cartridge Part No. CWAA0751	30,000
	Drum Cartridge R1,R2,R3,R4 Part No. 350851	103,000

- Per ISO/IEC 19752 and 19798

Certified Correct :



Guillermo R. Taino 11/05/19 03:13
AVP, Head Channels Operations

CERTIFIED ORIGINAL / TRUE COPY



FUJIFILM Business Innovation Philippines Corp.

27th SM Aura Tower, 24th Street corner Uckley Parkway,
Bonifacio Global City, Taguig City 1630, Philippines
Tel: (0321) 8878-5200

September 2, 2021

MANUFACTURER'S CERTIFICATION

We, FUJIFILM Business Innovation Phils. Corp. (formerly Fuji Xerox Philippines, Inc.) certify OTUS COPY SYSTEMS, INC. with Office address at 10th Floor MG Tower Bldg., 75 Shaw Blvd., Mandaluyong City is an Authorized Dealer and Service Provider and an Active Partner of Fuji Film or Fuji Xerox Products.

Likewise, we certify that all products to be delivered to them by our company were genuine and passed both local and international standards.

This certification is issued to attest on the facts of the foregoing, for the compliance to bidding or procurement requirements of the Philippine Government and for whatever legal purpose it may serve

GIL R. TAINO 09 02 21 04 01
AVP Head, National Channel Operations
+632.8785200 Trunkline

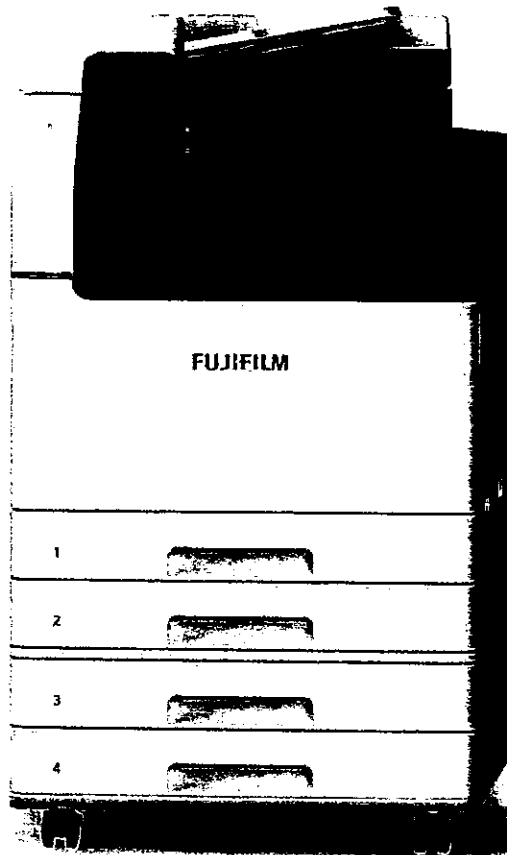
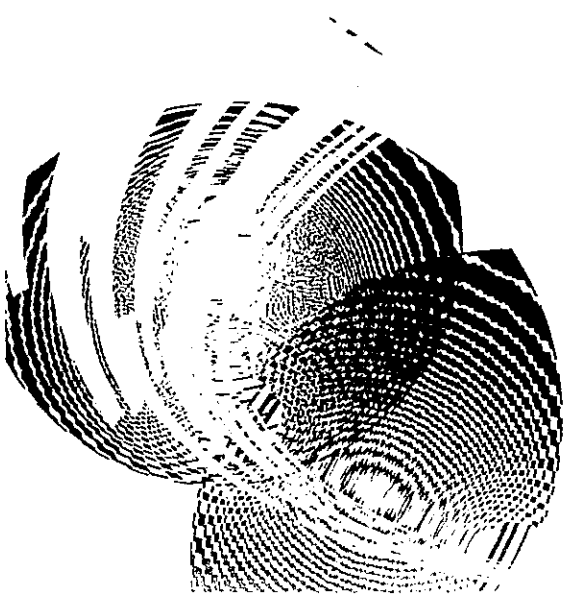
gilermo.taino.nw@fujifilm.com

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Apeos 5570 / 4570

A3 Monochrome Multifunction Printer

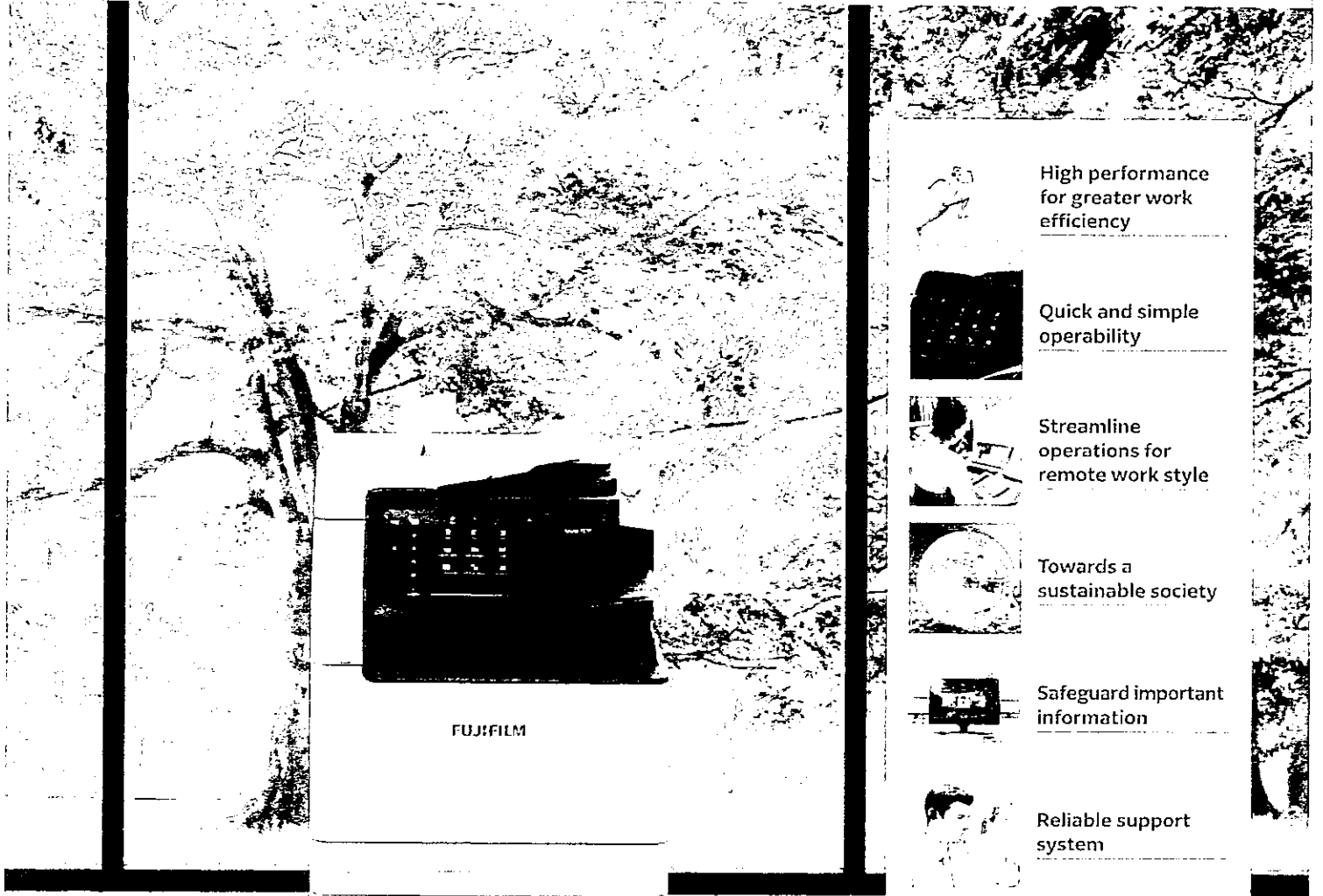


Handwritten signature or mark.

New Times, New Apeos

The new "Apeos" offers advanced features with high security level and easy operability to help business diversify with times.

"Apeos" devices are able to connect smoothly with a variety of solutions and services to realize an all-new agile remote workstyle of working anytime, anywhere.



High performance for greater work efficiency



Quick and simple operability



Streamline operations for remote work style



Towards a sustainable society



Safeguard important information



Reliable support system

Equipped with easy-to-use interface and strong security features to create seamless remote work culture

Apeos 5570 / 4570

Copy/Print	Scan	Fax	Printing Resolution	Control Panel
5570 55 ppm ¹ 4570 45 ppm ¹	Colour/Monochrome 160ppm ²	Super G3 FAX	1200 × 2400 dpi	10.1 inches

●Cloud enabled ●Mobile enabled ●Scan business cards ●Security ●LED reminder to collect printed document / originals ●Multi-feed detection

High performance for greater work efficiency

Minimise wait time for greater productivity

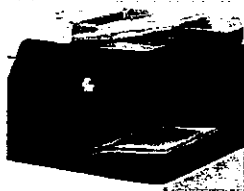
- First copy output time in 3.6¹ seconds
- Machine warm time and recovery time in less than 30 seconds² and 11 seconds respectively
- Smart WelcomEyes detects a user and automatically "wakes" the machine up from sleep mode

*1: A4 LEF.

*2: Embedded Plug-ins / Custom Services: When enabled.

Reduce unintentional information security risk with sensory alerts

- Reminds user of uncollected original or printed document on the trays
- Prevents uncollected documents left on the Center Tray or Feeder
- Center Tray light further notifies when a fax is received on the Side Tray
- Sound notification for originals left on the document glass



Effortless operations with retractable tray mechanism

- One soft push for closing
- Retracts softly and gently
- Drawing out is effortless

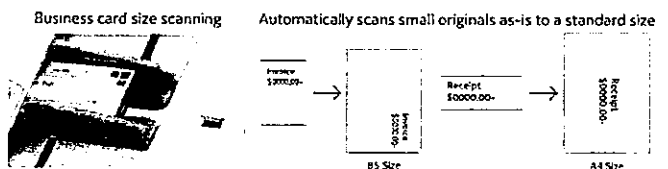
Quick information extraction for high volume workflows

- Up to 160 ppm* can be read at high speed in Scan
- One pass DADF will not damage the original document
- Equipped with multifeed detection
- Up to 130 sheets can be loaded
- * 1 pass, 2 sided scanning, 200 dpi to folder.



Quick operations with direct DADF scanning for custom size documents

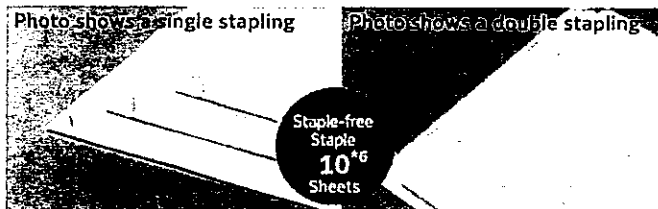
- Supports minimum size of 49 mm(W) x 85 mm(L) *
- Instantly scan without manual entry of each original size
- Automatically converts custom-size originals to standard size
- Multiple sheets of original can loaded and scanned together



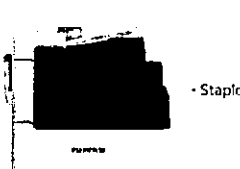
* Applicable for paper weight 38-209 gsm.

Various finishing options are available according to your needs

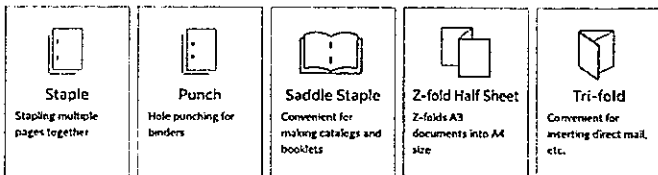
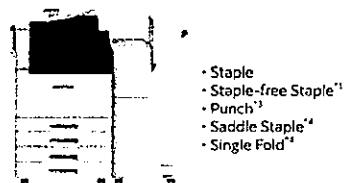
- Supports single and double Staple-free Stapling¹



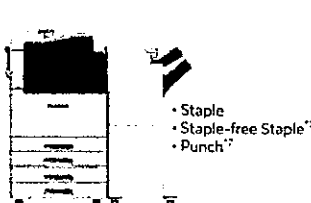
Finisher-A2



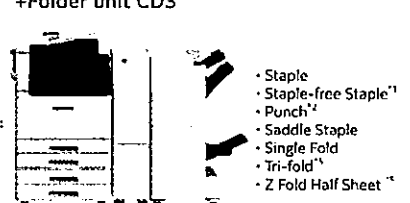
Finisher-B4/B5 with Booklet Maker Unit



Finisher-C4/C5



Finisher-C4/C5 with Booklet Maker +Folder unit CD3



*1: Applicable models: Finisher-B5, Finisher-C5, and Finisher-C5 with Booklet Maker.

*2: Finisher with Punch Unit is available.

*3: Optional.

*4: Booklet Maker is required. When specifying Saddle Staple or Single Fold with Finisher B4/B5, paper is not folded but creased.

*5: Folder Unit is required.

*6: 80 gsm or less.

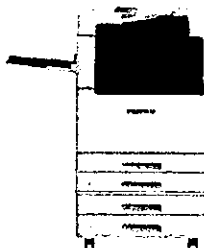
Various options are available according to your needs

- All models come with standard 2 Tray

With Stand



With 2 Tray Module and Side Tray



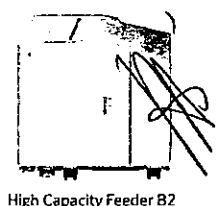
With Tandem Tray Module



High Capacity Feeder

Maximum paper capacity of 6140 sheets*

* Standard + Tandem Tray Module + High Capacity Feeder B2.

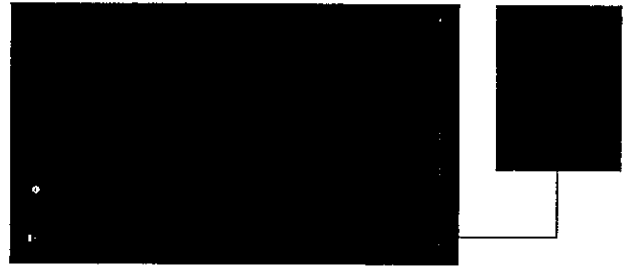


Quick and simple operability

Simple layout with easy navigation

Black and gray tone UI gives better contrast for easy recognition.

- Icons are evenly spread for easy recognition
- Consistent operation steps of each function for easy recall
- Home screen personalisation for ease of access to commonly used functions
- Pin regular settings for registering frequent or repeated jobs
- Clear visible light notifications for completed or error jobs
- Subtle sound notification for alert and attention



Smartphone becomes a "portable operation panel"

Seamless connectivity with mobile devices for Copy, Fax, Print, Scan² jobs using the Print Utility^{*1} application.

- Mobile device can be used as an alternative UI for operations control to minimise common touch points
- Frequent settings can be saved as "Favourites"
- Directly send fax or email with the addresses stored in the smartphone
- Minimise printer touch points for hygiene reasons
- Quickly establish direct Wi-Fi connection by scanning the QR code on the user panel

Note: Connect to machine via wireless environment or Wi-Fi direct connection.

*1: It can be downloaded free of charge from Google Play™ or App Store.

*2: E-mail, Scan to Folder.



Flexibility in office layout

Supports wireless LAN environment^{*1}.

- Supports free addressing in the office with Wi-Fi support
- Up to five Wi-Fi Direct multifunction devices can be connected at the same time
- Supports direct mobile printing²
- Print Utility, AirPrint, and Mopria[®] Print Service are supported

*1: Optional.

*2: When connecting to Wi-Fi Direct.

Simple scanning to yourself

With ScanAuto, you can easily send scanned data with a touch of a button.

- Automatically adjusts the orientation or 1-sided/2-sided of the original document
- Automatically sets user mail address as the destination by using user authentication function

Multiple destination scanning

Multiple destination scan enables concurrent multi destinations, scan to PC folders, e-mail, and URL.

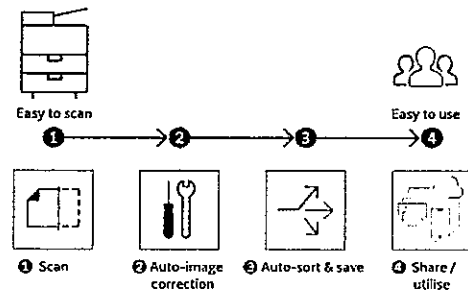
- Business continuity planning can be established by saving a copy of each scan on PC or Server (URL)

Digitisation of paper documents for effortless document management

With Scan Delivery^{*}, you can automatically process and store scanned images by simply pressing the preset button for each workflow or document type.

- Automate to set file format, file name, OCR^{*}, etc.
- Automatically stores scanned and processed documents in the appropriate destination
- Specify particular words or characters in a document as the folder or file name
- 0 and other frequently mis-recognised characters can be read correctly

* Optional.



QR codes and bar codes application
Where QR code or bar code is available on the

Print out from any multifunction device within the office

With Server-less On-Demand Print^{*}, you have the flexibility to print and collect the print outs from any of the connected multifunction devices.

- Improves productivity by printing from another available multifunction device when the current device is in use
- Up to 100 units can be linked
- Specific job settings can be revised at the device level to save time (1 sided to 2 sided, adding staple, all monochrome)

* Optional.

Simple device management with Server-less Authentication

Server-less Authentication^{*} enables user information to be synchronised among multifunction devices in the same group and allows administrators to reduce their workloads.

- Simply tap your card to link the user ID with the multifunction device
- The ID information is automatically shared with the other multifunction devices in the same network
- Authentication can be performed with any devices in the office

* Optional.

Streamline operations for remote work style

Do not miss any faxes when you are working remotely

Paperless fax function automatically stores received faxes into folders which can be transferred to a PC or sent as emails.

- Received faxes can be forwarded to your mobile device by email
- Received faxes can be transferred to Working Folder^{*1}
- It can be sorted by fax number, date received, and person in charge^{*2}
- Incoming fax processing can be switched by time, day of the week and period^{*2}
- For example, you can switch from paper-based output to an electronic transfer in a single operation^{*2}

*1: Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.

*2: Optional.

Easy and secure output even when you are working remotely

With Cloud On-Demand Print*, you can register documents from a PC or mobile device to the cloud server and print them from the designated multifunction device.

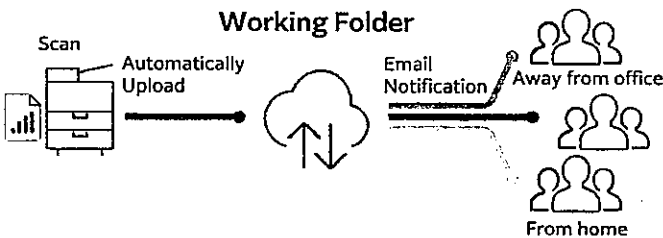
- Can be operated securely using a User ID and password
- Fear of loss or stolen data is minimised
- No dedicated driver is required

* Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.

Share information anytime, anywhere

With Working Folder* and internet access, documents can be viewed regardless of time and location.

- Can be linked smoothly with multifunction devices, DocuWorks, and mobile devices
- Documents in Working Folder can be printed from the control panel
- Scanned documents will be assigned a file name and stored in Working Folder. An email notification will be sent to relevant users

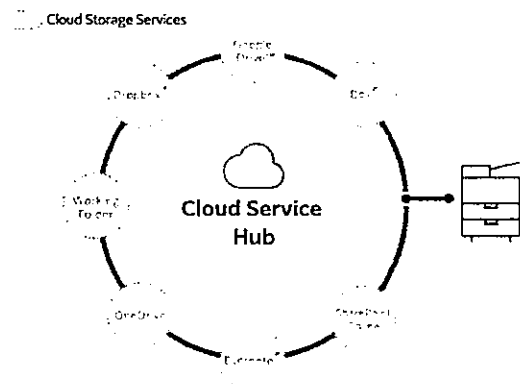


* Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.

Centralised cloud integration

Cloud Service Hub* allows single sign-on to multiple cloud storage services.

- Specific storage location can be assigned for scanned documents directly from the multifunction device
- Searching documents from multiple cloud services is supported
- Full-text search on scanned documents can be performed with OCR



* Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.

Towards a sustainable society

FUJIFILM Group strive for developing a sustainable society by means of environment friendly products with less power consumption and CO₂ emissions.

- Reducing energy consumption**
 - Less energy & noise with high resolution printing on LED printhead
 - Low temperature fusing & high quality print with Super EA-Eco toner
 - Smart Energy Save distributes power only to the features requested by users
- Smaller carbon footprint**
 - Reduce CO₂ emissions by adoption of environmentally friendly inedible woody biomass plastic for selected parts
 - Deploy recycling system that collects and recycles used devices and

- Reducing wastage**
 - Zero waste & contamination free setup with Staple-free Staple
 - Reduce unnecessary paper consumption by using functions like paperless fax, multi-up printing, scan workflow and authentication process to restrict wasteful printing



Childcare Centers/Schools



Hospitality (Food and Service) Industry



Hospitals

- Inclusive society**
 - Switch swiftly between multiple languages* on the UI panel for a diverse workforce in your office

Safeguard important information

Information is an important asset which should be protected at all cost

Protect from unauthorised user

Multiple options of setting user authorisation allow administrator to select a right combination as per given environment.

- Local Authentication
- Authentication by Remote Server*
- IC Card Authentication*
- User-specific feature access
- Private Charge Print
- * Optional.

Additional layer of unwanted access can be created for specific users. (e.g. guests).

- Secondary Ethernet Kit*
- * Optional.

Protect from unauthorised access

Protects device settings at multiple levels by clearly demarking change restrictions for different target audience - End users, IT administrators and Service Engineers.

- Service representative operation restriction
- Account lock to prevent unauthorised access
- Information for changing the default password
- Warnings displayed when using global IP address

Prevents unauthorised program from installing without notice. Robust IT audits are supported with device data logs for easy tracking.

- Software signature verification
- Remote update restrictions
- IP address filtering
- Tampering detection at startup and automatic restoration when tampering is detected
- Prevention of tampering during operation
- Audit log
- Audit log system transfer

Protects Data

Protects against any malicious intent of hacking, tampering with device / system settings.

- Encryption of stored data
- Uses TPM* 2.0 chip for encryption key management
- Deletes settings and document information all at once
- * Trusted Platform Module

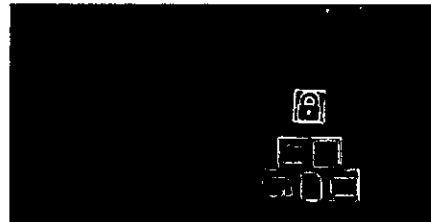
Protects the information by means of strong encryption while transferring it between devices, servers etc.

- Encryption of communication paths by SSL/TLS or IPsec
- Encryption when transferring via SMBv3 and SFTP
- Scan file encryption/signature
- Email encryption and signature by S/MIME
- TLS version limit
- Elliptic curve cryptography
- WPA3

Prevents operation errors

Prevents information leakage due to inadvertent mistakes by administrators and users.

- Scan documents to be delivered to fixed destination
- Re-enter fax recipient
- Annotations
- Hidden text printing*
- Digital code embedding and tracking function*
- * Optional.



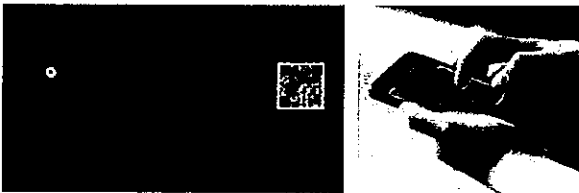
Reliable support system

Easy solutions to resolve problems

From supplies replacement to unexpected device failures, most problems can be resolved without waiting for the service representatives or sales representatives.

1. Resolve problem using the "Help" function on the device

- Self Help information is available on the control panel
- Self Help information can be accessed via the mobile device by scanning the QR code displayed on the control panel



2. "Remote Assistance" with the help of operators

- Connects directly to the Support Centre
- An operator will remotely access the multifunction device to

Keeping a close eye on your multifunction device on a daily basis

Monitoring the multifunction device status to minimise operation down time.

- Check billing meter
- Automatically delivers consumables when cartridges level is low
- Detect machine errors for early invention to rectify the problem

Note: You need to apply for using the EP service. (free of charge).

Apeos 5570 / 4570

Functions & Specifications

Basic Specifications / Copy Function

Item	5570	4570	
Type	Desktop / Console		
Memory capacity	4 GB (Max: 4 GB)		
Storage Device Capacity ¹	128 GB		
Scan Resolution	600 x 600 dpi		
Printing Resolution	600 x 600 dpi (Text / Text-Photo / Photo / Map)		
Warm-up Time	[Embedded Plug-ins / Custom Services] ² When enabled: 30 seconds or less (23 degrees Celsius room temperature) When disabled: 24 seconds or less (23 degrees Celsius room temperature)		
Recovery Time (Recovery Time from Sleep mode)	11 seconds or less (23 degrees Celsius room temperature)		
Original Size	Maximum of A3, 11 x 17", 297 x 432 mm for both Sheet and Book		
Paper Size	Max: SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 [12 x 19" (305 x 483 mm), 320 x 483 mm when using Bypass Tray] Min: A5, Postcard (100 x 148 mm) [89 x 98 mm when using Bypass Tray]		
Image loss width ³	Lead edge 4.0 mm, Trail edge 2.0 mm, Right / Left edge 2.0 mm		
Paper Weight ⁴	Paper Tray: 52 to 300 gsm Bypass Tray: 52 to 300 gsm		
First Copy Output Time	3.6 sec. (A4 LEF)		
Continuous Copy Speed ⁵	A4 LEF	55 ppm	45 ppm
	JIS B5 LEF	55 ppm	45 ppm
	A4 / JIS B5	40 ppm	32 ppm
	JIS B4	32 ppm	26 ppm
	A3	27 ppm	22 ppm
Paper Tray Capacity ⁶	Standard: 2 Tray Model: 520 sheets x 2-tray + Bypass Tray 90 sheets Tandem Tray Model: 520 sheets x 2-tray + 840 sheets + 1230 sheets + Bypass Tray 90 sheets Optional: Two Tray Module: 520 sheets x 2-tray Tandem Tray Module: 840 sheets + 1230 sheets High Capacity Feeder B1: 2000 sheets High Capacity Feeder B2: 2940 sheets Max: 2 Tray Model: 6140 sheets (Standard + Tandem Tray Module + High Capacity Feeder B2) Tandem Tray Model: 6140 sheets (Standard + High Capacity Feeder B2)		
Output Tray Capacity ⁷	Upper Center: 250 sheets (A4 LEF), Lower Center: 250 sheets (A4 LEF)		
Power Supply	AC220-240 V +/- 10%, 10 A, 50/60 Hz common		
Maximum Power Consumption	2.2 kW (AC220 V +/- 10%), 2.4 kW (AC240 V +/- 10%) Sleep mode: 0.5 W (AC230 V), Ready mode: 82 W (AC230 V)		
Dimensions	W 620 x D 720 x H 858 mm - Standard 2 Tray model W 620 x D 720 x H 1119 mm - with additional Stand (optional) W 620 x D 720 x H 1119 mm - with additional Two Tray Module (optional) W 620 x D 720 x H 1119 mm - with additional Tandem Tray module (optional or standard configuration)		
Weight ⁸	91 kg - Standard 2 Tray model 109 kg - with additional Stand (optional) 118 kg - with additional Two Tray module (optional) 125 kg - with additional Tandem Tray module (optional or standard configuration)		

- *1: The Storage Device Capacity is not totally available for customers.
*2: Embedded Plug-ins / Custom Services are enabled as factory default. You can change the settings if needed.
*3: Up to A3 size.
*4: It is recommended to use our recommended paper. Correct print output may not be possible depending on the requirement.
*5: The speed may be reduced due to the image quality adjustment.
*6: 80 gsm paper.
*7: 70 gsm paper.
*8: Excluding Toner Cartridge.

Print Function

Item	Description
Type	Built-in type
Continuous Print Speed ¹	Same as the Basic Specifications / Copy Function
Printing Resolution	Standard: [PCL Driver] Standard: 1200 x 2400 dpi, High Quality: 1200 x 2400 dpi, High Resolution: 1200 x 1200 dpi
	Optional: [Adobe® PostScript® 3™ Driver] High Speed (Standard): 600 x 600 dpi, High Quality: 1200 x 2400 dpi, High Resolution: 1200 x 1200 dpi
Page Description Language	Standard: PCL5 / PCL6 Optional: Adobe® PostScript® 3™
Supported Operating System ²	Standard: [PCL Driver] Windows 10 (32 bit / 64 bit), Windows 8.1 (32 bit / 64 bit), Windows Server 2019 (64 bit), Windows Server 2016 (64 bit), Windows Server 2012 R2 (64 bit), Windows Server 2012 (64 bit) [Mac OS X Driver] macOS 11 / 10.15 / 10.14 / 10.13
	Optional: [Adobe® PostScript® 3™ Driver] Windows 10 (32 bit / 64 bit), Windows 8.1 (32 bit / 64 bit), Windows Server 2019 (64 bit), Windows Server 2016 (64 bit), Windows Server 2012 R2 (64 bit), Windows Server 2012 (64 bit) macOS 11 / 10.15 / 10.14 / 10.13
Interface	Standard: Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T, USB3.0 Optional: Wireless LAN (IEEE 802.11a / b / g / n / ac)

- *1: The speed may be reduced due to the image quality adjustment. The printing speed may be reduced depending on the document.
*2: Please refer to our official website for the latest supported OS.

Scan Function (Optional)

Item	Description
Type	Colour Scanner
Scan Resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi
Scan Speed	Same as the Scan Speed for the Duplex Automatic Document Feeder
Interface	Standard: Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T Optional: Wireless LAN (IEEE 802.11a / b / g / n / ac)

Note: Installed for Model-CPS as standard.

Fax Function (Optional)

Item	Description
Original Size	Max: A3, 11 x 17", Long document (Longest 600 mm)
Recording Paper Size	Max: A3, 11 x 17"; Min: A5
Transmission Time	2 seconds and more but fewer than 3 seconds ¹
Transmission Mode	ITU-T G3
Applicable Lines	Telephone subscriber line, PBX, Fax communication (PSTN), Maximum 3 ports ² (G3-3 ports)

- *1: When A4 size document with approximately 700 characters is transmitted in standard image-quality (8 x 3.85 lines/mm) and in high-speed mode (28.8 kbps or faster, JBIG). Only indicates the time for transmitting the image information and does not include the communication control time. The total communication time will vary depending on the contents of the document, the type of machine receiving the fax, and line condition.
*2: No. of FAX lines is up to 3 ports. Port refers to number of channels for FAX.

Duplex Automatic Document Feeder B2-PC

Item	5570	4570	
Original Size / Paper Weight	Max: A3, 11 x 17"; Min: A6 ¹ 38 to 128 gsm (In Duplex: 50 to 128 gsm) ²		
Capacity ³	130 sheets		
Scan Speed ⁴	Copy (A4 LEF, Simplex)	55 ppm	45 ppm
	Scan	B/W: 80 ppm, Colour: 80 ppm (1 pass, 2 sided scanning: B/W 160 ppm, Colour 160 ppm) [Standard Document (A4 LEF), 200 dpi, to Folder]	

- *1: The minimum custom size is 49 x 85 mm.
*2: Custom sizes from 49 x 85 mm to 55 x 91 mm are available from 38 to 209 gsm.
*3: 70 gsm paper.
*4: The scanning speed varies depending on the documents.

High Capacity Feeder B1 / B2 (Optional)

Item	High Capacity Feeder B1	High Capacity Feeder B2
Paper Size	A4 LEF, Letter LEF, JIS B5 LEF	
Paper Weight	55 to 216 gsm	
Feeding Capacity / Number of Tray ¹	2000 sheets x 1-tray	2940 sheets x 1-tray
Dimensions	W 389 x D 610 x H 377 mm	W 476 x D 618 x H 433 mm
Weight	29 kg	31 kg

*1: 80 gsm paper.

Finisher-A2 (Optional)

Item	Description
Type	Sort (Offset available ¹) / Stack (Offset available ¹)
Paper Size	Max: A3, 11 x 17"; Min: A5, Postcard (100 x 148 mm)
Paper Weight ²	52 to 256 gsm
Paper Capacity ³	[Without Stapling] A4 LEF: 500 sheets, JIS B4: 250 sheets, A3 or larger: 200 sheets, Mixed Size Stacking ⁴ : 250 sheets
	[With Stapling] 30 sets, or A4 LEF: 500 sheets, JIS B4: 250 sheets, A3 or larger: 200 sheets, Mixed Size Stacking ⁴ : 250 sheets
Staple	Capacity: A4: 50 sheets (90 gsm or less), JIS B4 or larger: 30 sheets (90 gsm or less)
	Paper Size ⁵ : Max: A3, 11 x 17"; Min: JIS B5 LEF Paper Weight: 52 to 256 gsm
Position	Single stapling, Dual stapling
Dimensions / Weight	W 478 x D 461 x H 238 mm, 11 kg

- *1: [No Offset] is selected by factory default. The settings can be changed according to the customer's use situation.
*2: Documents may not be printed correctly depending on usage conditions, (52 to 55 gsm)
*3: 70 gsm paper.
*4: When larger size sheets are stacked on top of smaller size sheets: 250 sheets (when large size sheets are smaller than A3) / 200 sheets. (when large size sheets are A3 or larger) The same applies to when staple-free and stapled bindings are mixed or different stapling positions are mixed.
*5: Available staple positions vary depending on the paper size.

Notes

- 1) If the storage media (such as hard disk drives) of the base unit fail, loss of received data, accumulated data, registered setting data, etc. may occur. In no event shall "the company" be liable for any damages whatsoever arising from loss of data.
2) Functional spare parts will be available for at least 7 years after the product is no longer manufactured.

Finisher-C4 / C5, Finisher-C4 / C5 with Booklet Maker (Optional)

Item	Finisher-C4 / C5	Finisher-C4 / C5 with Booklet Maker
Type	Output Tray Sort (Offset available) / Stack (Offset available) Finishing Tray Sort (Offset available) / Stack (Offset available) Booklet Tray -	Sort / Stack
Paper Size	Output Tray Max: 12 x 19" (305 x 483 mm), A3; Min: A6, Postcard (100 x 148 mm) Finishing Tray Max: 12 x 19" (305 x 483 mm), A3; Min: A5 LEF	
Paper Weight	Output Tray 52 to 300 gsm ¹ Finishing Tray 52 to 300 gsm ¹	
Paper Capacity ²	Output Tray 500 sheets (A4) Finishing Tray [Without Stapling] A4: 3000 sheets, JIS B4 or larger; 1500 sheets, A5 LEF; 1000 sheets, Mixed Size Stacking ³ : 300 sheets [With Stapling] A4: 200 sets or 3000 sheets JIS B4 or larger: 100 sets or 1500 sheets A5 LEF: 100 sets or 1000 sheets Mixed Size Stacking ³ : 70 sets or 200 sheets	[Without Stapling] A4: 1500 sheets, JIS B4 or larger; 1500 sheets, A5 LEF; 1000 sheets, Mixed Size Stacking ³ : 300 sheets [With Stapling] A4: 200 sets or 1500 sheets JIS B4 or larger: 100 sets or 1500 sheets A5 LEF: 100 sets or 1000 sheets Mixed Size Stacking ³ : 70 sets or 200 sheets
Booklet Tray	-	20 sets ⁴
Capacity	Staple: 50 sheets (90 gsm or less) ⁵ , Staple-free Staple ⁶ : 10 sheets (80 gsm or less)	
Paper Size ⁸	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	Staple: 52 to 300 gsm, Staple-free Staple ⁶ : 64 to 105 gsm	
Position	Single stapling, Dual stapling	
Number of Holes	2-hole / 4-hole punch or 2-hole / 3-hole punch (US Specifications)	
Paper Size ¹⁰	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	52 to 220 gsm	
Capacity ¹¹	-	Saddle Staple: 20 sheets (90 gsm or less) Single Fold: 5 sheets (90 gsm or less)
Paper Size	-	Max: SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3; Min: JIS B5
Paper Weight	-	Saddle Staple: 60 to 300 gsm Single Fold: 60 to 300 gsm
Dimensions ¹²	W 644 x D 692 x H 1054 mm When Folder Unit CD3 is installed: W 883 x D 692 x H 1054 mm	W 649 x D 692 x H 1054 mm When Folder Unit CD3 is installed: W 888 x D 692 x H 1054 mm
Weight	Finisher-C4 (w/o Punch): 41 kg Finisher-C4 (w Punch): 44 kg Finisher-C5 (w Punch): 49 kg Folder Unit CD3: + 52 kg	Finisher-C4 with Booklet Maker (w/o Punch): 54 kg Finisher-C4 with Booklet Maker (w Punch): 57 kg Finisher-C5 with Booklet Maker (w Punch): 61 kg Folder Unit CD3: + 52 kg

Note: Only stapled stapling is available with Finisher-C4 and Finisher-C4 with Booklet Maker. You cannot add staple-free stapling function.

Note: Both stapled stapling and staple-free stapling are available with Finisher-C5 and Finisher-C5 with Booklet Maker.

Note: Transport Unit is required.

*1: 52 to 55 gsm output paper may not be aligned properly depending on the paper type.

*2: 70 gsm paper.

*3: When larger size sheets are stacked on top of smaller size sheets.

*4: When the output paper size is the same.

*5: Up to 65 sheets can be stapled when the Finisher-C Staple Unit 65 Sheets is installed. However, depending on the paper type, incorrect stapling such as uneven edge alignment of sets may occur.

*6: Staple-free stapling is available with Finisher-C5 and Finisher-C5 with Booklet Maker.

*7: Staple-free stapling does not have binding force equal to stapled stapling. Bound part may be easily separated depending on the paper, temperature, humidity, and how the page is turned over.

*8: Available staple positions vary depending on the paper size.

*9: Punching function cannot be added. Select a finisher with the hole punching function.

*10: Available number of punch holes varies depending on the paper size.

*11: The maximum number of sheets varies depending on the paper weight. Booklet may not be tightly closed depending on the size or type of the paper.

*12: Inner connector within the body is excluded.

Folder Unit CD3 (Optional)

Item	Description
Z Fold Half Sheet	Paper Size A3, 11 x 17", JIS B4 Paper Weight 60 to 90 gsm
Tri-fold	Paper Size A4, Letter Paper Weight 60 to 90 gsm Paper Capacity ¹ 40 sheets
Power Supply ² / Maximum Power Consumption	AC220-240 V +/- 10%, 0.6 A, 50/60 Hz common, 144 W
Dimensions	W 232 x D 588 x H 991 mm
Weight	52 kg

Note: Optional of Finisher-C4 / Finisher-C5 / Finisher-C4 with Booklet Maker / Finisher-C5 with Booklet Maker.

*1: 70 gsm paper.

*2: Power supply separate from the main unit is required.

Finisher-B4 / B5 (Optional)

Item	Finisher-B4	Finisher-B5
Type	Sort (Offset available ¹) / Stack (Offset available ¹)	
Paper Size ³	Max: A3, 11 x 17"; Min: A5	
Paper Weight ⁴	52 to 300 gsm	
Paper Capacity ⁵	[Without Stapling] A4: 2000 sheets, JIS B4 or larger: 1000 sheets, Mixed Size Stacking ⁶ : 300 sheets [With Stapling] A4: 100 sets or 1000 sheets ⁷ , JIS B4 or larger: 75 sets or 750 sheets [With Booklet Finishing ⁸] 50 sets or 600 sheets [With Fold ⁹] 500 sheets	
Capacity	50 sheets (90 gsm or less)	Staple: 50 sheets (90 gsm or less), Staple-free Staple ⁹ *10: 10 sheets (80 gsm or less)
Paper Size ¹¹	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	52 to 256 gsm	Staple: 52 to 256 gsm, Staple-free Staple ⁹ *10: 64 to 105 gsm
Position	Single stapling, Dual stapling	
Number of Holes	2-hole / 4-hole punch or 2-hole / 3-hole punch (US Specifications)	
Paper Size ¹³	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	52 to 220 gsm	
Capacity	Saddle Staple: 15 sheets; Single Fold: 5 sheets	
Paper Size	Max: A3, 11 x 17"; Min: A4, Letter	
Paper Weight	Saddle Staple: 64 to 80 gsm ¹⁴ , Single Fold: 64 to 105 gsm	
Dimensions ¹⁵	W 592 x D 653 x H 1041 mm, With Booklet Maker Unit: W 592 x D 673 x H 1076 mm	
Weight	26 kg Punch Kit: + 2 kg, 28 kg Punch Kit: + 2 kg, Booklet Maker Unit: + 10 kg Booklet Maker Unit: + 10 kg	

Note: Only stapled stapling is available with Finisher-B4. You cannot add staple-free stapling function. Note: Both stapled stapling and staple-free stapling are available with Finisher-B5.

*1: The offset feature is set to disabled by factory default. The setting can be changed as necessary.

*2: Outputs whose weight is 257 gsm and more or width is less than 210 mm are delivered without offset stacking.

*3: Paper in the sizes larger than A3 or 11 x 17" or smaller than A5 are delivered to the Centre Tray.

*4: Documents may not be printed correctly depending on usage conditions. (52 to 55 gsm, 257 gsm and more)

*5: 70 gsm paper.

*6: When larger size sheets are stacked on top of smaller size sheets.

*7: 75 sets or 750 sheets with dual stapling.

*8: The Booklet Finishing function requires the optional Booklet Maker Unit for Finisher-B. Make a crease allows you to fold easily. After a job with the Booklet Finishing function specified has been output, the next job may not be delivered until the sheets are removed from the output tray. Also, if larger size sheets are stacked on top of smaller size sheets after a job with the Booklet Finishing function specified has been run, the next job may not be delivered until the sheets are removed from the output tray.

*9: Staple-free stapling is available with Finisher-B5.

*10: Staple-free stapling does not have binding force equal to stapled stapling. Bound part may be easily separated depending on the paper, temperature, humidity, and how the page is turned over.

*11: Available staple positions vary depending on the paper size.

*12: The Punch function requires the optional 2/4 Hole Punch Kit for Finisher-B or US 2/3 Hole Punch Kit for Finisher-B.

*13: Available number of punch holes varies depending on the paper size.

*14: Covers can be up to 220 gsm (Extra Heavyweight).

*15: Inner connector within the body is excluded.

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FUJIFILM Business Innovation Philippines Corp.

25th Floor, SM Aura Tower, 26th St. Corner McKinley Parkway, Taguig City 1630 Philippines
Tel. 632-8878-5200

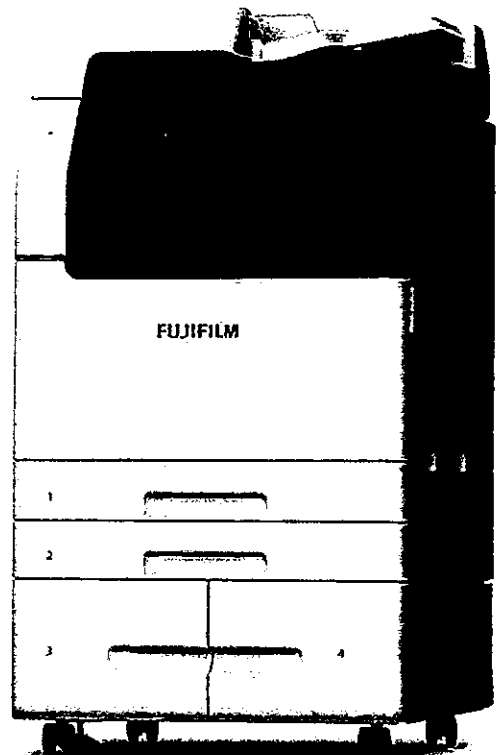
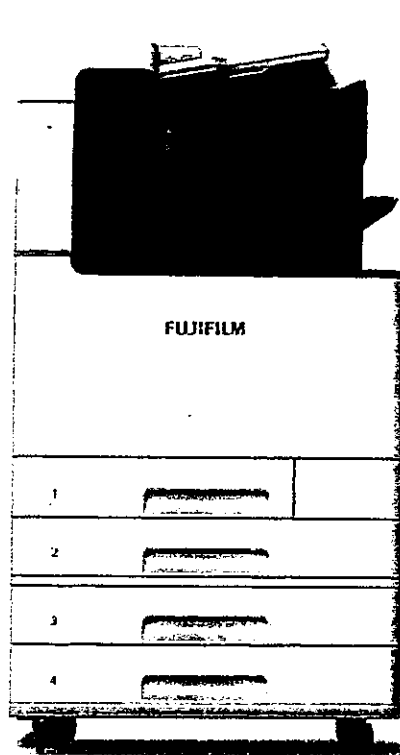
The available model varies depending on the country/region. Please ask the sales representatives for details.

The product specifications, appearance and other details in this brochure are subject to change without notice for improvements.

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■ Apeos C7070 / C6570 / C5570 /
C4570 / C3570 / C3070

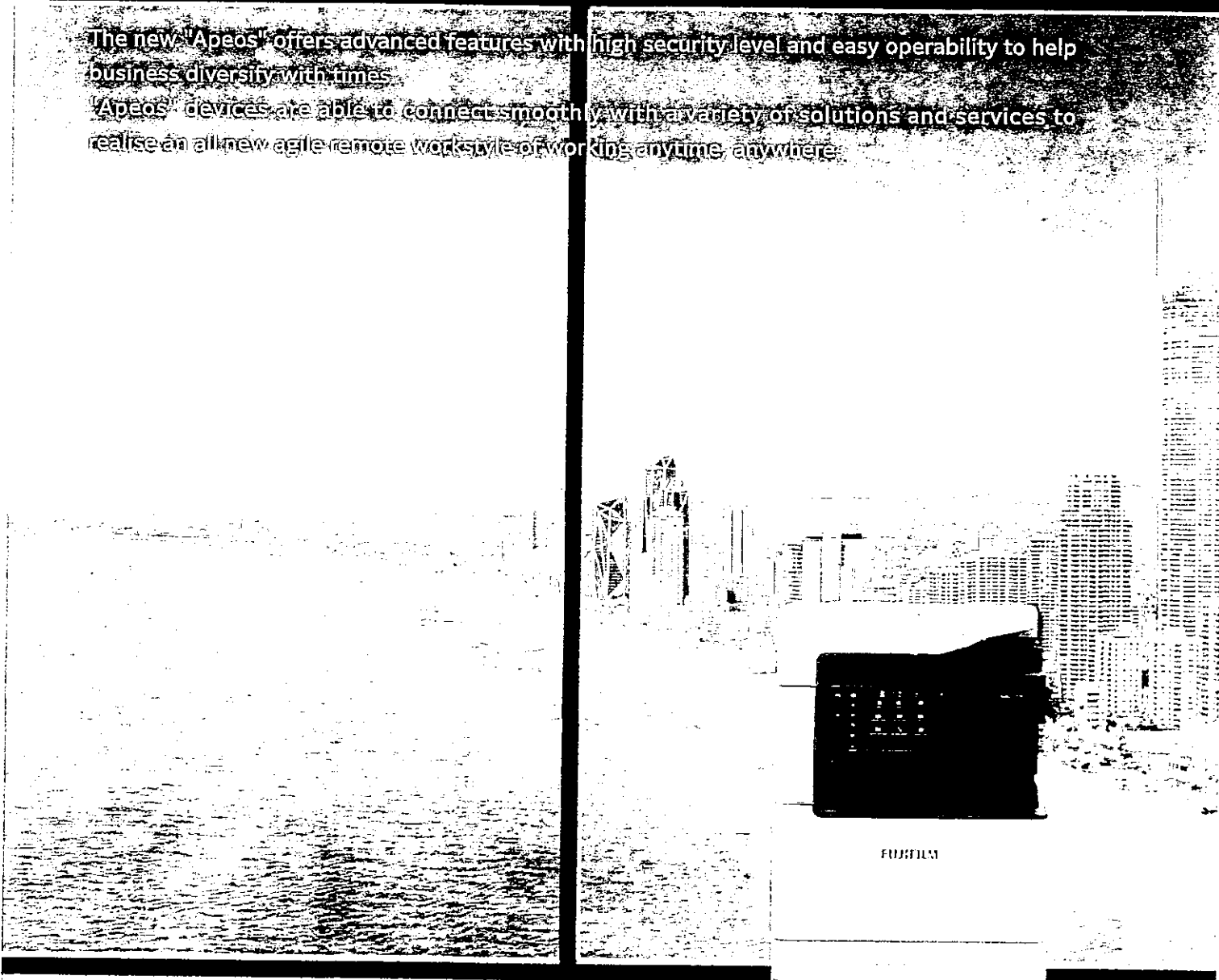


[Handwritten signature]

New Times, New Apeos

The new "Apeos" offers advanced features with high security level and easy operability to help business diversity with times.

"Apeos" devices are able to connect smoothly with a variety of solutions and services to realise an all new agile remote work style of working anytime, anywhere.



Apeos

C7070 / C6570 / C5570 / C4570 /
C3570 / C3070

Copy / Print	Scan	FAX	Printing resolution
Colour/Monochrome 70ppm*1	Colour/Monochrome 270ppm*2	Super G3 FAX	1200 × 2400 dpi

- Cloud enabled
- Mobile enabled
- Scan business cards
- Security
- LED reminder to collect printed document / originals
- Multi-feed detection



Accelerate your world of remote work style

Easy-to-use and intuitive operability. From one touch mobile connection to direct access to cloud services, these seamless operations along with strong security features help you create a seamless remote work culture.



Quick and simple operability

- Easy and intuitive operation
- Fast output with no wait time



Seamless sharing and document management

- Improve daily work efficiency
- Integrate regular workflows



Easy Connectivity

- Seamless connectivity from anywhere using mobile and cloud services.



Safe guarding information

- Important information is well protected

Customer who requires

- A well-balanced multifunction printer as primary/secondary device
- A device that can assist them in developing a remote yet seamless working environment
- A device that can be used on the go with seamless connectivity options
- A device that allows convenient information sharing anytime, anywhere
- A device that allows tracking by department usage patterns for maximising work and cost efficiency



Quick and simple operability

Simple layout with easy navigation

Black and gray tone UI gives better contrast for easy recognition

- Icons are evenly spread for easy recognition
- Consistent operation steps of each function for easy recall
- Home screen personalization for ease of access to commonly used functions
- Pin regular settings for registering frequent or repeated jobs
- Clear visible light notifications for completed or error jobs
- Subtle sound notification for alert and attention



Smartphone becomes a "portable operation panel"

Seamless connectivity with mobile devices for Copy, Fax, Print, Scan² jobs using the Print Utility^{*1} application.

- Mobile device can be used as an alternative UI for operations control to minimise common touch points
- Frequent settings can be saved as "Favourites"
- Directly send fax or email with the addresses stored in the smartphone
- Minimise printer touch points for hygiene reasons



Note: Connect to machine via wireless environment.

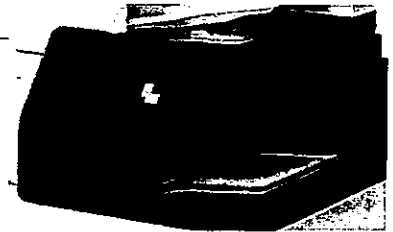
*1: It can be downloaded free of charge from Google Play™ or App Store.

*2: E-mail, Scan to Folder.

Light notification reminder

Light notification reminds user of uncollected original or printed document on the trays.

- Prevents uncollected documents left on the Center Tray or feeder
- Center Tray light further notifies when a fax is received on the Side Tray



Accelerated operations with no wait time

Quick startup and output for greater efficiency

- Quick warm up in less than 24 seconds
- Fast Boot Mode prepares the operation panel in 6 seconds^{*1}
- First Copy Output Time in 3.3 seconds^{*2}

*1: Depending on the status of the main unit and configuration of options, it may not operate or take more than 6 seconds.

*2: A4 LEF for C7070/C6570 when in horizontal/Monochrome preferred mode

Quick scanning of high-volume originals

Up to 270ppm* can be read at high speed in Copy or Scan. The post-processing jobs can be carried out without delay.

- Equipped with multifeed detection
- One pass DADF will not damage the original document
- The document cover closes slowly

* For Duplex Automatic Document Feeder C2-PC.

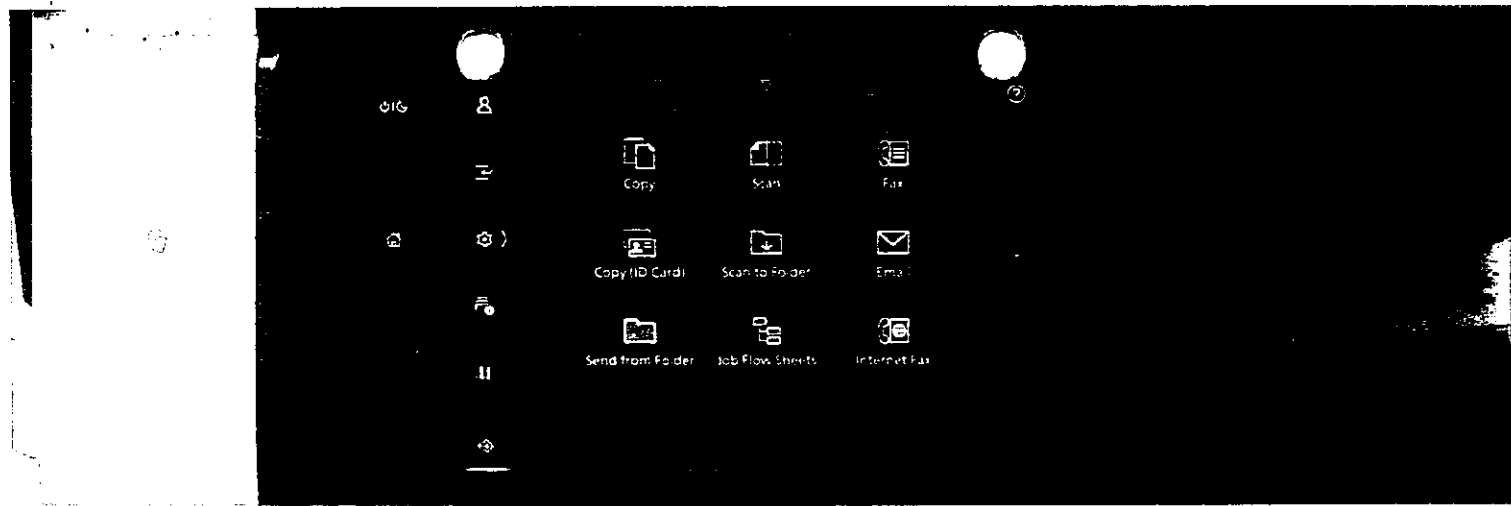
During 1 pass and 2 sided scanning, 200 dpi to Folder.

Trays open and close lightly and quietly

Paper trays are equipped with a retraction mechanism for smooth opening and closing

- One soft push for closing
- Retracts softly and gently
- Drawing out is effortless



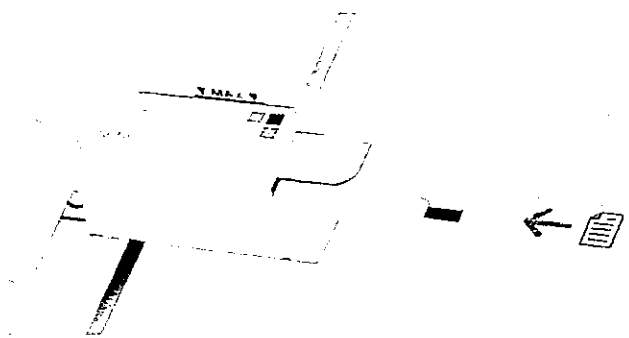
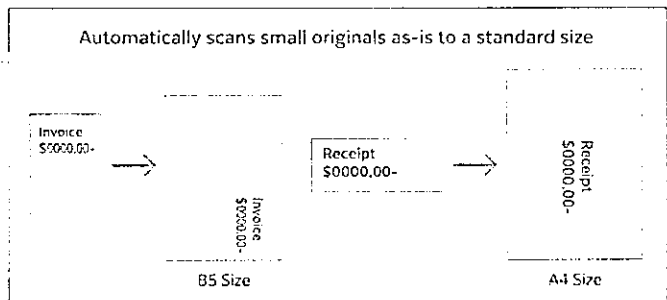


Seamless sharing and document management

Scan small originals such as checks and invoices together

Custom-size or small-size documents such as receipts can be scanned directly from the Duplex Automatic Document Feeder which can be automatically set into the nearest standard size.

- Instantly scan without manual entry of each original size
- Automatically converts custom-size originals to standard size
- Smart OCR* function reduces post-processing work
- * Optional



Enhance sales capabilities by utilising business card information

With Duplex Automatic Document Feeder B2-PC, you can load originals that are as small as business cards.

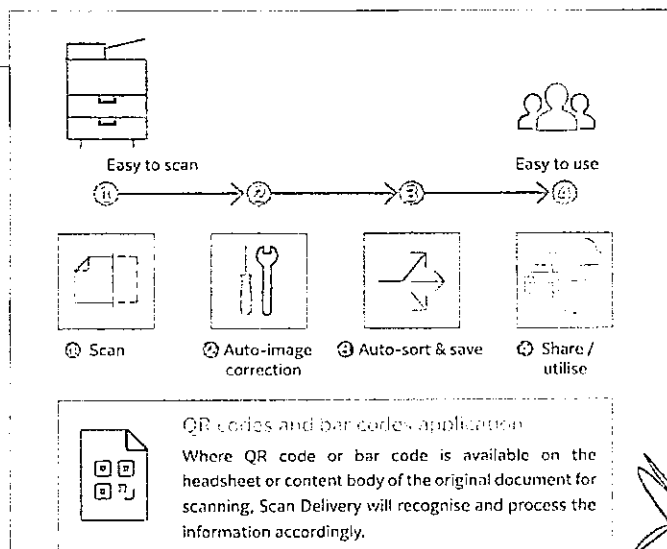
- Supports minimum size of 49mm(W) x 85mm(L)*1
- Multiple sheets of original can be loaded and scanned together
- 1-pass 2-sided DADF allows simultaneous front and back side scanning
- OCR*2 feature reduces workload of manual data entry

*1: Applicable for paper weight 38 to 209 gsm
*2 Optional

Digitisation of paper documents for effortless document management

With Scan Delivery*, you can automatically process and store scanned images by simply pressing the preset button for each workflow or document type.

- Automate to set file format, file name, OCR, etc
- Automatically stores scanned and processed documents in the appropriate destination
- Specify particular words or characters in a document as the folder or file name
- Ø and other frequently mis-recognised characters can be read correctly
- * Optional.

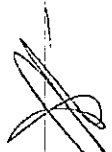


Simple scanning to yourself

With ScanAuto, you can easily send scanned data with a touch of a button

- Automatically adjusts the orientation or 1-sided/2-sided of the original document
- Automatically sets user mail address as the destination by using user authentication function

QR codes and bar codes application
Where QR code or bar code is available on the headsheet or content body of the original document for scanning, Scan Delivery will recognise and process the information accordingly.



Streamline operations for remote work style

Do not miss any faxes when you are working remotely

Paperless fax function automatically stores received faxes into folders which can be transferred to a PC or sent as emails

- Received faxes can be forwarded to your mobile device by email
- Received faxes can be transferred to Working Folder*1
- It can be sorted by fax number, date received, and person in charge*2
- Incoming fax processing can be switched by time, day of the week and period*2
- For example, you can switch from paper-based output to an electronic transfer in a single operation*2.

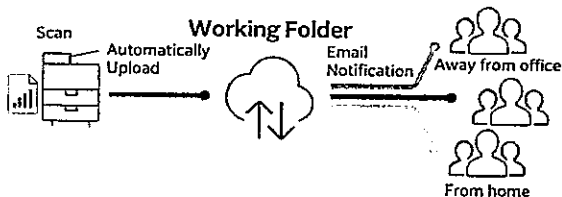
*1 Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.

*2 Optional

Share information anytime, anywhere

With Working Folder* and internet access, documents can be viewed regardless of time and location.

- Can be linked smoothly with multifunction devices, DocuWorks, and mobile devices
- Documents in Working Folder can be printed from the control panel
- Scanned documents will be assigned a file name and stored in Working Folder. An email notification will be sent to relevant users



* Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.

Print out from any multifunction device within the office

With Server-less On-Demand Print*, you have the flexibility to print outs from any of the connected multifunction devices.

- Improves productivity by printing from another available multifunction device when the current device is in use
- Up to 100 units can be linked
- Specific job settings can be revised at the device level to save time (1 sided to 2 sided, all monochrome)

* Optional.

Flexibility in office layout

Supports wireless LAN environment*1.

- Supports free addressing in the office with Wi-Fi support
- Up to five Wi-Fi Direct multifunction devices can be connected at the same time
- Supports direct mobile printing*2
- Print Utility, AirPrint, Mopria® Print Service are supported

*1: Optional.

*2: When connecting to Wi-Fi Direct.

Easy and secure output even when you are working remotely

With Cloud On-Demand Print*, you can register documents from a PC or mobile device to the cloud server and print them from the designated multifunction device.

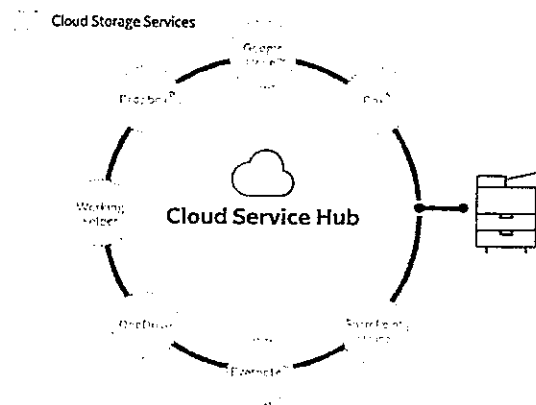
- Can be operated securely using a User ID and password
- Fear of loss or stolen data is minimised
- No dedicated driver is required

* Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.

Centralised cloud integration

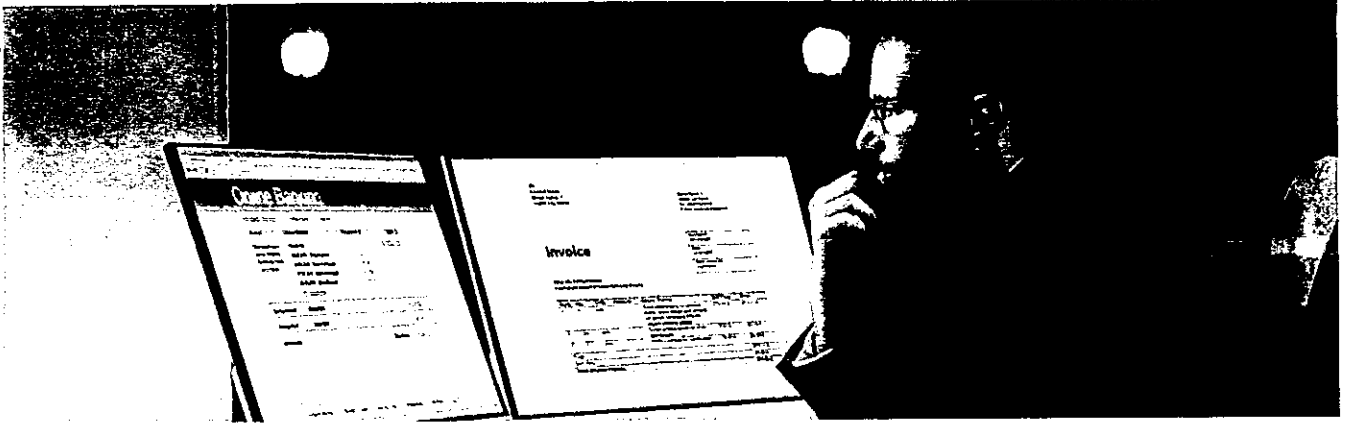
Cloud Service Hub* allows single sign-on to multiple cloud storage services.

- Specific storage location can be assigned for scanned documents directly from the multifunction device
- Searching documents from multiple cloud services is supported
- Full-text search on scanned documents can be performed with OCR



* Cloud services provided by FUJIFILM Business Innovation. A separate contract is required.





Safeguard important information

Information is an important asset which should be protected at all cost

Protect from unauthorised user

Multiple options of setting user authorisation allow administrator to select a right combination as per given environment.

- Local Authentication
 - Authentication by Remote Server*
 - IC Card Authentication*
 - User-specific feature access
 - Private Charge Print
- * Optional.

Additional layer of unwanted access can be created for specific users. (e.g. guests).

- Secondary Ethernet Kit*
- * Optional.

Protects Data

Protects against any malicious intent of hacking, tampering with device / system settings.

- Encryption of stored data
 - Uses TPM* 2.0 chip for encryption key management
 - Deletes settings and document information all at once
- * Trusted Platform Module

Protects the information by means of strong encryption while transferring it between devices, servers etc.

- Encryption of communication paths by SSL/TLS or IPsec
- Encryption when transferring via SMBv3 and SFTP
- Scan file encryption/signature
- Email encryption and signature by S/MIME
- TLS version limit
- Elliptic curve cryptography
- WPA3

Protect from unauthorised access

Protects device settings at multiple levels by clearly demarking change restrictions for different target audience - End users, IT administrators and Service Engineers.

- Service representative operation restriction
- Account lock to prevent unauthorised access
- Information for changing the default password
- Warnings displayed when using global IP address

Prevents unauthorised program from installing without notice. Robust IT audits are supported with device data logs for easy tracking.

- Software signature verification
- Remote update restrictions
- IP address filtering
- Tampering detection at startup and automatic restoration when tampering is detected
- Prevention of tampering during operation
- Audit log
- Audit log system transfer

Prevents operation errors

Prevents information leakage due to inadvertent mistakes by administrators and users.

- Scan documents to be delivered to fixed destination
 - Re-enter fax recipient
 - Annotations
 - Hidden text printing*
 - Digital code embedding and tracking function*
- * Optional.

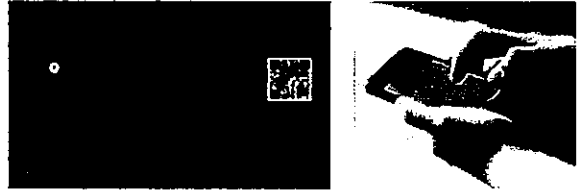


Reliable support system

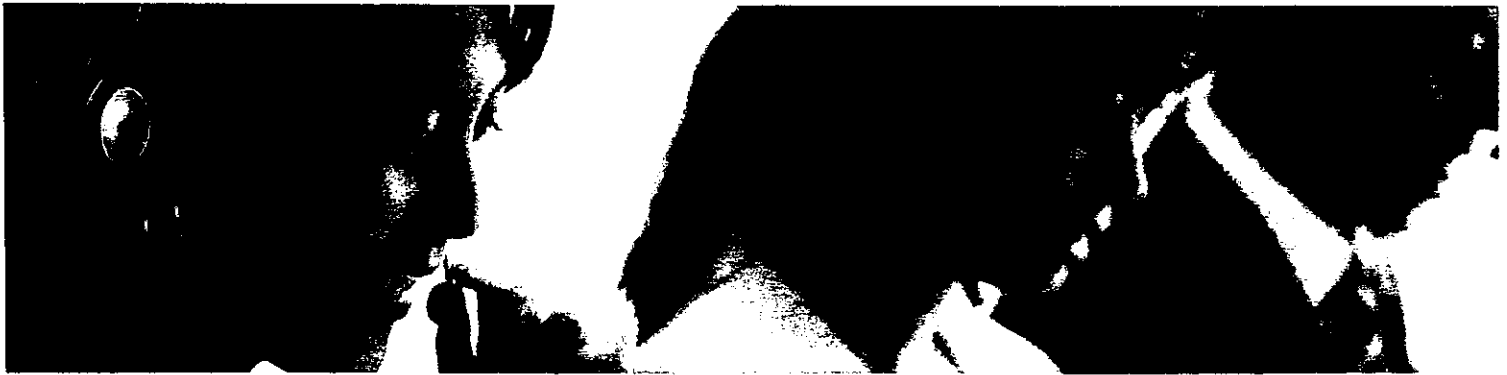
Easy solutions to resolve problems

From supplies replacement to unexpected device failures, most problems can be resolved without waiting for the service representatives or sales representatives.

1. Resolve problem using the "Help" function on the device
 - Self Help information is available on the control panel
 - Self Help information can be accessed via the mobile device by scanning the QR code displayed on the control panel



2. "Remote Assistance" with the help of operators
 - Connects directly to the Support Centre
 - An operator will remotely access the multifunction device to resolve the problem by guiding through the steps on the shared control panel



Device Log Service*

Multifunction device usage can be tallied and viewed via Web UI.

This streamlines expense management and promotes TCO savings.

- Usage calculation can be done via the web browser
- Authentication function allows usage tracking by user level
- Easy-to-read result tabulations in colour coded tables and charts
- Dedicated server is not required

* Cloud services provided by FUJIFILM Business Innovation.

Create appealing promotional materials from various type of paper size and material

The device supports various paper size and thickness such as postcards, envelopes, and long paper. Promotional materials can be easily produced in-house

- Supports long paper up to 320 × 1200 mm
- Supports 52 to 300 gsm paper from lightweight cardstock paper such as certificate of commendation
- Bypass tray supports postcards and envelopes, and an optional "Envelope Tray" is available

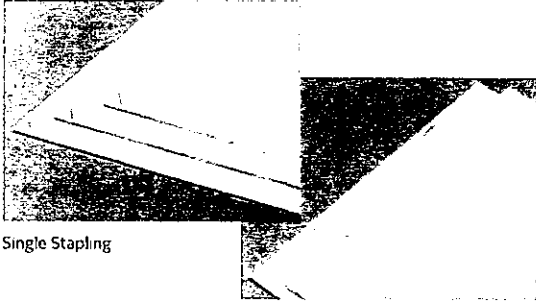


Optional

Up to 10 sheets* staple-free stapling is available.

Supports multi-position single and double Staple-free Stapling

* 80gsm or less



Single Stapling

Dual Stapling

<p>Staple Stapling multiple pages together</p>	<p>Staple-free Staple Stapling multiple pages together</p>	<p>Punch Hole punching for binders</p>
<p>Saddle Staple Convenient for making catalogs and booklets</p>	<p>Z-fold Half Sheet Z-folds A3 documents into A4 size</p>	<p>Tri-fold Convenient for inserting direct mail, etc.</p>

Finisher-A2	Finisher-B4/B5 + Booklet Maker Unit		Finisher-C4/C5 + Booklet Maker Unit		Finisher-C4/C5 with Booklet Maker		Finisher-C4/C5 with Booklet Maker + Folder Unit CD3	
	B4	B5	C4	C5	C4	C5	C4	C5

Staple capacity	Staple	50 sheets* ¹		50 sheets		50 sheets or 65 sheets* ²		50 sheets or 65 sheets* ²		50 sheets* ³ or 65 sheets* ^{2*3}	
	Staple-free Staple	-	-	10sheets* ⁴	-	10sheets* ⁴	-	10sheets* ⁴	-	10sheets* ⁴	
Punch	-	2/4 holes or 2/3 holes* ⁵		2/4 holes or 2/3 holes* ⁶		2/4 holes or 2/3 holes* ⁶		2/4 holes or 2/3 holes* ⁶			
Saddle Staple	-	15 sheets* ⁷		-		20 sheets		20 sheets			
Single fold	-	○* ⁷		-		○		○			
Tri-fold	-	-		-		-		○* ⁸			
Z-fold Half Sheet	-	-		-		-		○* ⁸			
Paper capacity* ⁹	Output tray	-		500 sheets		500 sheets		500 sheets			
	Finisher tray	500 sheets		2000 sheets		3000 sheets		1500 sheets		1500 sheets	

Note : Finisher-A2 is compatible with models up to C5570 / C4570 / C3570 / C3070.

*1: A4 size. Up to 30 sheets for B4 or larger.

*2: With Finisher-C Staple Unit

*3: When mixed with Z fold half sheet, the number of sheets is reduced.

*4: 64 to 80 gsm paper.

*5: Finisher-B4/B5 requires the 2/4 Hole Punch Kit or the US 2/3 Hole Punch Kit.

*6: Finisher cannot be add the hole punching function. Select a finisher with the hole punching function.

*7: Booklet Maker Unit is required. Saddle Staple and Single Fold on Finisher-B4/B5 make creases without folding.

*8: Folder Unit CD3 is required.

*9: 70 to 80 gsm paper/A4 size.

For high volume copy, print and fax jobs

High Capacity Feeder Type

High Capacity Feeder B1 can feed 2000 sheets*¹

High Capacity Feeder B2 can feed 2940 sheets*¹

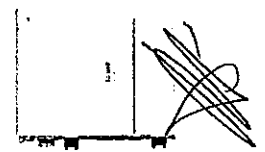
Maximum paper capacity of 6140 sheets*² can be loaded with Tandem Tray module to support high volume printing needs.

*1: 70 to 80 gsm paper

*2: For 70 to 80 gsm paper, C7070/C6570 and High Capacity Feeder B2



High Capacity Feeder B1



High Capacity Feeder B2

Apeos C7070 / C6570 / C5570 / C4570 / C3570 / C3070 Specifications

Basic Specifications/Copy Function

Item	Description	C7070	C6570	C5570	C4570	C3570	C3070
Type	Console						
Memory capacity	4 GB (Max. 4 GB)						
Storage Device Capacity**	128 GB						
Colour Capability	Full colour						
Scan Resolution	600 x 600 dpi						
Printing Resolution	1200 x 2400 dpi (Text-Photo / Photo), 600 x 600 dpi (Text / Map)						
Warm-up Time	[Embedded Plug-ins / Custom Services]** When enabled: 30 seconds or less (23 degrees Celsius room temperature) When disabled: 24 seconds or less (23 degrees Celsius room temperature)						
Recovery Time (Recovery Time from Sleep mode)	13 seconds or less (23 degrees Celsius room temperature) 11 seconds or less (23 degrees Celsius room temperature) 5 seconds or less (23 degrees Celsius room temperature)						
Original Size	Maximum of A3, 11 x 17", 297 x 432 mm for both Sheet and Book						
Paper Size	Max	SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 [12 x 15" (305 x 483 mm), 320 x 483 mm when using Bypass Tray]					
	Min	A5, Postcard (100 x 148 mm) [89 x 98 mm when using Bypass Tray]					
Image loss width**	Lead edge 4.0 mm, Trail edge 2.0 mm, Right/Left edge 2.0 mm						
Paper Tray	52 to 300 gsm						
Bypass Tray	52 to 300 gsm						
First Copy Output Time	B/W**	3.2 sec.	3.3 sec.	3.7 sec.	4.4 sec.	4.9 sec.	4.9 sec.
Colour**	4.1 sec.	4.1 sec.	5.2 sec.	5.7 sec.	6.7 sec.	6.7 sec.	
Continuous Copy Speed**	A4 LEF / JIS B5 LEF	B/W 70 ppm Colour 70 ppm	B/W 65 ppm Colour 65 ppm	B/W 55 ppm Colour 55 ppm	B/W 45 ppm Colour 45 ppm	B/W 35 ppm Colour 35 ppm	B/W 30 ppm Colour 30 ppm
	A4 / JIS B5	B/W 50 ppm Colour 50 ppm	B/W 47 ppm Colour 47 ppm	B/W 40 ppm Colour 40 ppm	B/W 32 ppm Colour 32 ppm	B/W 27 ppm Colour 27 ppm	B/W 23 ppm Colour 23 ppm
	JIS B4	B/W 41 ppm Colour 41 ppm	B/W 38 ppm Colour 38 ppm	B/W 32 ppm Colour 32 ppm	B/W 26 ppm Colour 26 ppm	B/W 23 ppm Colour 23 ppm	B/W 20 ppm Colour 20 ppm
A3	B/W 35 ppm Colour 35 ppm	B/W 32 ppm Colour 32 ppm	B/W 27 ppm Colour 27 ppm	B/W 22 ppm Colour 22 ppm	B/W 19 ppm Colour 19 ppm	B/W 17 ppm Colour 17 ppm	
Paper Tray Capacity**	Optional	4 Tray Model: 520 sheets x 4-tray + Bypass Tray 50 sheets Tandem Tray Model: 520 sheets x 2-tray + 840 sheets + 1230 sheets + Bypass Tray 90 sheets					
Output Tray Capacity**	Optional	High Capacity Feeder B1: 2000 sheets High Capacity Feeder B2: 2940 sheets					
Power Supply	AC220-240 V +/- 10%, 10 A, 50/60 Hz common						
Maximum Power Consumption		2.2 kW (AC220 V +/- 10%) 2.4 kW (AC240 V +/- 10%) Sleep mode: 0.5 W (AC220 V) Ready mode: 106 W (AC230 V)	2.2 kW (AC220 V +/- 10%) 2.4 kW (AC240 V +/- 10%) Sleep mode: 0.5 W (AC220 V) Ready mode: 90 W (AC230 V)	2.2 kW (AC220 V +/- 10%) 2.4 kW (AC240 V +/- 10%) Sleep mode: 0.5 W (AC220 V) Ready mode: 57 W (AC230 V)			
Dimensions	W 659 x D 799 x H 1169 mm	4 Tray Model (DADF B2-PC) W 658 x D 720 x H 1119 mm 4 Tray Model (DADF C2-PC) W 658 x D 793 x H 1169 mm Tandem Tray Model (DADF B2-PC) W 659 x D 770 x H 1119 mm Tandem Tray Model (DADF C1-PC) W 658 x D 793 x H 1169 mm			W 633 x D 677 x H 1119 mm		
Weight**	156 kg	4 Tray Model DADF B2-PC: 129 kg 4 Tray Model DADF C2-PC: 155 kg Tandem Tray Model (DADF B2-PC): 135 kg Tandem Tray Model (DADF C1-PC): 156 kg			124 kg		

- *1 The Storage Device Capacity is not totally available for customers.
*2 [Embedded Plug-ins / Custom Services] are enabled as factory default. You can change the settings if needed.
*3 Up to A3 size.
*4 It is recommended to use our recommended paper. Correct print output may not be possible depending on the requirement.
*5 A4 LEF / Monochrome priority mode.
*6 A4 LEF / Colour priority mode.
*7 The speed may be reduced due to the image quality adjustment.
*8 80 gsm paper.
*9 70 gsm paper.
*10 Excluding Toner Cartridge.

Duplex Automatic Document Feeder B2-PC

Item	Description	C5570	C4570	C3570	C3070
Original Size / Paper Weight	Max. A3, 11 x 17", Min. A6** 38 to 128 gsm (In Duplex: 50 to 128 gsm)**				
Capacity**	130 sheets				
Scan Speed**	Copy (A4 LEF, Simplex)	B/W 55 ppm Colour 55 ppm	B/W 45 ppm Colour 45 ppm	B/W 35 ppm Colour 35 ppm	B/W 30 ppm Colour 30 ppm
	Scan	B/W 80 ppm, Colour: 80 ppm (1 pass, 2 sided scanning: B/W 160 ppm, Colour 160 ppm) [Standard Document (A4 LEF), 200 dpi, to Folder]			

- *1 The minimum custom size is 49 x 85 mm.
*2 Custom sizes from 49 x 85 mm to 55 x 91 mm are available from 38 to 209 gsm.
*3 70 gsm paper.
*4 The scanning speed varies depending on the documents.

Duplex Automatic Document Feeder C2-PC

Item	Description	C7070	C6570	C5570	C4570
Original Size / Paper Weight	Max. A3, 11 x 17", Min. A6** 38 to 200 gsm (In Duplex: 50 to 200 gsm)				
Capacity**	250 sheets				
Scan Speed**	Copy (A4 LEF, Simplex)	B/W 70 ppm Colour 70 ppm	B/W 65 ppm Colour 65 ppm	B/W 55 ppm Colour 55 ppm	B/W 45 ppm Colour 45 ppm
	Scan	B/W: 135 ppm, Colour: 135 ppm (1 pass, 2 sided scanning: B/W 270 ppm, Colour 270 ppm) [Standard Document (A4 LEF), 200 dpi, to Folder]			

- *1 The minimum custom size is 84 x 139.7 mm.
*2 70 gsm paper.
*3 The scanning speed varies depending on the documents.

Print Function

Item	Description	
Type	Built-in type	
Continuous Print Speed**	Same as the Basic Specifications / Copy Function	
Printing Resolution	Standard	[PCL Driver] Standard: 1200 x 2400 dpi, High Quality: 1200 x 2400 dpi, High Resolution: 1200 x 1200 dpi
	Optional	[Adobe® PostScript® 3™ Driver] High Speed (Standard): 600 x 600 dpi, High Quality: 1200 x 2400 dpi, High Resolution: 1200 x 1200 dpi
Page Description Language	Standard: PCL5 / PCL6 Optional: Adobe® PostScript® 3™	
Supported Operating System**	Standard	[PCL Driver] Windows 10 (32 bit / 64 bit), Windows 8.1 (32 bit / 64 bit), Windows Server 2019 (64 bit), Windows Server 2016 (64 bit), Windows Server 2012 R2 (64 bit), Windows Server 2012 (64 bit)
	Optional	[Mac OS X Driver] macOS 11 / 10.15 / 10.14 / 10.13 / 10.12 [Adobe® PostScript® 3™ Driver] Windows 10 (32 bit / 64 bit), Windows 8.1 (32 bit / 64 bit), Windows Server 2019 (64 bit), Windows Server 2016 (64 bit), Windows Server 2012 R2 (64 bit), Windows Server 2012 (64 bit), macOS 11 / 10.15 / 10.14 / 10.13 / 10.12
Interface	Standard: Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T, USB3.0 Optional: Wireless LAN (IEEE 802.11 a / b / g / n / ac)	

- *1 The speed may be reduced due to the image quality adjustment. The printing speed may be reduced depending on the document.
*2 Please refer to our official website for the latest supported OS.

Scan Function (Optional)

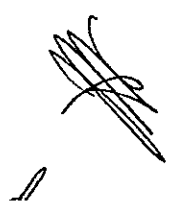
Item	Description
Type	Colour Scanner
Scan Resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi
Scan Speed	Same as the Scan Speed for the Duplex Automatic Document Feeder
Interface	Standard: Ethernet 1000BASE-T / 100BASE-TX / 10BASE-T Optional: Wireless LAN (IEEE 802.11 a / b / g / n / ac)

Note: Installed for Model-CPS as standard.

Fax Function (Optional)

Item	Description
Original Size	Max. A3, 11 x 17", Long document (Longest 600 mm)
Recording Paper Size	Max. A3, 11 x 17", Min. A5
Transmission Time	2 seconds and more but fewer than 3 seconds**
Transmission Mode	ITU-T G3
Applicable Lines	Telephone subscriber line, PBX, Fax communication (PSTN), Maximum 3 ports** (G3-3 ports)

- *1 When A4 size document with approximately 700 characters is transmitted in standard image quality (B x 7.85 lines/mm) and in high-speed mode (28.8 kbps or faster, JBIG). Only indicates the time for transmitting the image information and does not include the communication control time. The total communication time will vary depending on the contents of the document, the type of machine receiving the fax, and line condition.
*2 No. of FAX lines is up to 3 ports. Port refers to number of channels for FAX.



High Capacity Feeder B1 (Optional)

Item	Description
Paper Size	A4 LEF, Letter LEF, JIS B5 LEF
Paper Weight	55 to 216 gsm
Feeding Capacity / Number of Tray*	2000 sheets x 1-tray
Dimensions	W 389 x D 614 x H 380 mm
Weight	29 kg

* 80 gsm paper

High Capacity Feeder B2 (Optional)

Item	Description
Paper Size	A4 LEF, Letter LEF, JIS B5 LEF
Paper Weight	55 to 216 gsm
Feeding Capacity / Number of Tray*	2940 sheets x 1-tray
Dimensions	W 476 x D 618 x H 433 mm
Weight	31 kg

* 60 gsm paper

Side Tray

Item	Description
Paper Capacity*	100 sheets
Dimensions	W 327 x D 414 x H 179 mm

* 70 gsm paper

Finisher-A2 (Optional)

Item	Description
Type	Sort (Offset available*) / Stack (Offset available**)
Paper Size	Max: A3, 11 x 17"; Min: A5 Postcard (100 x 148 mm)
Paper Weight**	52 to 256 gsm
Paper Capacity**	[Without Stapling] A4 LEF 500 sheets, JIS B4 250 sheets, A3 or larger 200 sheets, Mixed Size Stacking** 250 sheets [With Stapling] 30 sets, or A4 LEF 500 sheets, JIS B4: 250 sheets, A3 or larger: 200 sheets, Mixed Size Stacking** 250 sheets
Capacity	A4 50 sheets (90 gsm or less), JIS B4 or larger 30 sheets (90 gsm or less)
Paper Size**	Max: A3, 11 x 17"; Min: JIS B5 LEF
Paper Weight	52 to 256 gsm
Position	Single stapling, Dual stapling
Dimensions / Weight	W 478 x D 461 x H 238 mm, 11 kg

Note: The unit cannot be installed on C7070 / C6570

* [No Offset] is selected by factory default. The settings can be changed according to the customer's use situation.

** Documents may not be printed correctly depending on usage conditions. (52 to 55 gsm)

* 70 gsm paper

*4 When larger size sheets are stacked on top of smaller size sheets, 250 sheets (when large size sheets are smaller than A3/ 200 sheets (when large size sheets are A3 or larger).

The same applies to when staple-free and stapled bindings are mixed or different stapling positions are mixed.

*5 Available staple positions vary depending on the paper size.

Finisher-B4 / B5 (Optional)

Item	Description	
	Finisher-B4	Finisher-B5
Type	Sort (Offset available***) / Stack (Offset available****)	
Paper Size**	Max: A3, 11 x 17"; Min: A5	
Paper Weight**	52 to 300 gsm	
Paper Capacity**	[Without Stapling] A4 2000 sheets, JIS B4 or larger, 1000 sheets, Mixed Size Stacking** 300 sheets [With Stapling] A4 100 sets or 1000 sheets**, JIS B4 or larger 75 sets or 750 sheets [With Booklet Finishing**] 50 sets or 600 sheets [With Fold**] 500 sheets	
Capacity	50 sheets (90 gsm or less)	Staple: 50 sheets (90 gsm or less), Staple-free Staple**** 10 sheets (80 gsm or less)
Paper Size**	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	52 to 256 gsm	Staple: 52 to 256 gsm, Staple-free Staple**** 64 to 105 gsm
Position	Single stapling, Dual stapling	
Number of Holes	2-hole / 4-hole punch or 2-hole / 3-hole punch (US Specifications)	
Paper Size**	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	52 to 220 gsm	
Capacity	Saddle Staple: 15 sheets, Single Fold: 5 sheets	
Paper Size	Max: A3, 11 x 17"; Min: A4, Letter	
Paper Weight	Saddle Staple: 64 to 80 gsm**, Single Fold: 64 to 105 gsm	
Dimensions**	W 592 x D 653 x H 1041 mm, With Booklet Maker Unit: W 592 x D 673 x H 1076 mm	
Weight**	26 kg	28 kg
	Punch Kit: + 2 kg, Booklet Maker Unit: + 10 kg	Punch Kit: + 2 kg, Booklet Maker Unit: + 10 kg

Note: Only stapled stapling is available with Finisher-B4. You cannot add staple-free stapling function.

Note: Both stapled stapling and staple-free stapling are available with Finisher-B5.

*1 The offset feature is set to disabled by factory default. The setting can be changed as necessary.

*2 Outputs whose weight is 257 gsm and more or width is less than 210 mm are delivered without offset stacking.

*3 Paper in the sizes larger than A3 or 11 x 17" or smaller than A5 are delivered to the Centre Tray.

*4 Documents may not be printed correctly depending on usage conditions. (52 to 55 gsm, 257 gsm and more)

*5 70 gsm paper

*6 When larger size sheets are stacked on top of smaller size sheets.

*7 75 sets or 750 sheets with dual stapling.

*8 The Booklet Finishing function requires the optional Booklet Maker Unit for Finisher-B. Make a crease allows you to fold easily. After a job with the Booklet Finishing function is completed has been output, the next job may not be delivered until the sheets are removed from the output tray. Also, if larger size sheets are stacked on top of smaller size sheets after a job with the Booklet Finishing function is completed has been run, the next job may not be delivered until the sheets are removed from the output tray.

*9 Staple-free stapling is available with Finisher-B5.

*10 Staple-free stapling does not have binding force equal to stapled stapling. Bound part may be easily separated depending on the paper, temperature, humidity, and how the page is turned over.

*11 Available staple positions vary depending on the paper size.

*12 The Punch function requires the optional 2/4 Hole Punch Kit for Finisher-B or US 2/3 Hole Punch Kit for Finisher-B.

*13 Available number of punch holes varies depending on the paper size.

Finisher-C4 / C5, Finisher-C4 / C5 with Booklet Maker (Optional)

Item	Description	
	Finisher-C4 / C5	Finisher-C4 / C5 with Booklet Maker
Output Tray	Sort (Offset available) / Stack (Offset available)	
Type	Finishing Tray Sort (Offset available) / Stack (Offset available)	
Booklet Tray	Sort / Stack	
Paper Size	Output Tray: Max: 12 x 19" (305 x 483 mm), A3; Min: A6, Postcard (100 x 148 mm)	Finishing Tray: Max: 12 x 19" (305 x 483 mm), A3; Min: A5 LEF
Paper Weight	Output Tray: 52 to 300 gsm**	Finishing Tray: 52 to 300 gsm**
Paper Capacity**	Output Tray: 500 sheets (A4)	Finishing Tray: [Without Stapling] A4 3000 sheets, JIS B4 or larger: 1500 sheets, A5 LEF 2000 sheets, Mixed Size Stacking** 300 sheets [With Stapling] A4 200 sets or 3000 sheets, JIS B4 or larger 100 sets or 1500 sheets, A5 LEF 100 sets or 1000 sheets, Mixed Size Stacking** 70 sets or 200 sheets
Booklet Tray	-	70 sets**
Capacity	Staple: 50 sheets (90 gsm or less)**; Staple-free Staple**** 10 sheets (80 gsm or less)	
Paper Size**	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	Staple: 52 to 300 gsm, Staple-free Staple**** 64 to 105 gsm	
Position	Single stapling, Dual stapling	
Number of Holes	2-hole / 4-hole punch or 2-hole / 3-hole punch (US Specifications)	
Paper Size**	Max: A3, 11 x 17"; Min: A5 LEF	
Paper Weight	52 to 220 gsm	
Capacity**	-	Saddle Staple: 70 sheets (90 gsm or less), Single Fold: 5 sheets (90 gsm or less)
Paper Size	-	Max: SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3; Min: JIS B5
Paper Weight	-	Saddle Staple: 60 to 300 gsm, Single Fold: 60 to 300 gsm
Dimensions**	W 644 x D 692 x H 1054 mm When Folder Unit CD3 is installed: W 883 x D 692 x H 1054 mm	W 649 x D 692 x H 1054 mm When Folder Unit CD3 is installed: W 888 x D 692 x H 1054 mm
Weight**	Finisher-C4 (w/o Punch): 41 kg Finisher-C4 (w/ Punch): 44 kg Finisher-C5 (w/ Punch): 49 kg Folder Unit CD3: + 52 kg	Finisher-C4 with Booklet Maker (w/o Punch): 54 kg Finisher-C4 with Booklet Maker (w/ Punch): 57 kg Finisher-C5 with Booklet Maker (w/ Punch): 61 kg Folder Unit CD3: + 52 kg

Note: Only stapled stapling is available with Finisher-C4 and Finisher-C4 with Booklet Maker. You cannot add staple-free stapling function.

Note: Both stapled stapling and staple-free stapling are available with Finisher-C5 and Finisher-C5 with Booklet Maker.

Note: Transport Unit is required.

*1 52 to 55 gsm output paper may not be aligned properly depending on the paper type.

*2 70 gsm paper

*3 When larger size sheets are stacked on top of smaller size sheets.

*4 When the output paper size is the same.

*5 Up to 65 sheets can be stapled when the Finisher-C Staple Unit ES Sheets is installed. However, depending on the paper type, incorrect stapling such as uneven edge alignment of sets may occur.

*6 Staple-free stapling is available with Finisher-C5 and Finisher-C5 with Booklet Maker.

*7 Staple-free stapling does not have binding force equal to stapled stapling. Bound part may be easily separated depending on the paper, temperature, humidity, and how the page is turned over.

*8 Available staple positions vary depending on the paper size.

*9 Punching function cannot be added. Select a Finisher with the hole punching function.

*10 Available number of punch holes varies depending on the paper size.

*11 The maximum number of sheets varies depending on the paper weight. Booklet may not be tightly closed depending on the size or type of the paper.

*12 Inner connector within the body is excluded.

*13 When installed on Apeos C3570 / C3070, add 1 kg as cover.

Folder Unit CD3 (Optional)

Item	Description
Z Fold Half Sheet	Paper Size: A3, 11 x 17"; JIS B4 Paper Weight: 60 to 90 gsm
Tri-fold	Paper Size: A4, Letter Paper Weight: 60 to 90 gsm Paper Capacity** 40 sheets
Power Supply** / Maximum Power Consumption	AC220-240 V +/- 10%, 0.6 A, 50/60 Hz common, 144 W
Dimensions	W 232 x D 598 x H 991 mm
Weight	52 kg

Note: Optional of Finisher-C4 / Finisher-C5 / Finisher-C4 with Booklet Maker / Finisher-C5 with Booklet Maker.

*1 70 gsm paper

*2 Power supply separate from the main unit is required.

Envelope Tray (Optional)

Item	Description
Paper Size	DL LEF, ISO-C4, ISO-C5 LEF, ISO-C6 LEF, Commercial #10 LEF, Monarch 7 3/4 LEF Custom size: 241 x 372 mm to 90 x 98 mm
Paper Weight	Envelope: 75 to 90 gsm, Postcard: 106 to 220 gsm
Feeding Capacity / Number of Tray*	50 sheets x 1-tray
Dimensions	[C7070 / C6570 / C5570 / C4570] W 620 x D 566 x H 87 mm [C3570 / C3070] W 595 x D 566 x H 87 mm
Weight	3 kg

* Commercial #10 paper

Notes

1) To comply with paper weight specifications, it is recommended to use our recommended paper.

Enhanced basic functions

Copy

- Output Color
- Paper Supply
- Reduce/Enlarge
- Slight Reduction
- Auto 2 Sided Output
- Pages per Side
(2 Pages / 4 Pages / 8 Pages)
- Copy Output
(uncollated/collated)
- Single Color / Dual Color Copy
- Copy (ID Card)
- Mixed Size Originals
- Original Size
- Image Enhancement
- Book Copying /
2 Sided Book Copying
- Edge Erase
- Image Shift
- Mirror Image / Negative Image
- Image Rotation
- Booklet Creation
- Multiple-Up x Booklet
Creation
- Book Copying
- Covers
- Poster
- Repeat Image
- Preset Repeat Image
- Annotations
- Watermark(optional)
- Delete Outside / Delete Inside
- Joint Job
- Sample Job
- Staple / Hole Punch / Folding
(optional)

Print

- PCL
- PostScript (optional)
- Multi-Model Print Driver 2
- Microsoft Universal Print
- Secure Print
- Sample Set
- Delayed Print
- Print from Folder
- Form Registration
- Multiple-Up
- Booklet Creation
- Multiple-Up x Booklet
Creation
- Poster
- Covers / SeparatorsLong
Paper Printing
- Envelope printing
- Private Charge Print
- Charge Print
- Print from USB (optional)
- Staple / Punch / Folding
(optional)
- Server-less On-Demand Print
(optional)

Fax (Optional)

- G3 x maximum 3 ports
(optional)
- Internet Fax
- SIP Fax (optional)
- Send Direct Fax
- Address Book (maximum
5000 entries)
- Broadcast Transmission /
Group Transmission
- Redial / Resend Unsent
Documents
- Rotate 90 Degrees
- Preview
- 2 Sided Scanning
- Resolution
- Lighten / Darken
- Original Type
- Mixed Size Originals
- Transmission Header
- Priority Send / Delay Start
- Cover Page
- Remote Folder
- Transmission Report
- Activity Report
- Re-enter Recipient
- Prevents Unsolicited Faxes
- Prohibit Direct Fax
- Receive Paperless Fax
- Simple Image Log Support
- Paperless Fax Delivery
(optional)

Scan(optional)

- Scan to Folder
(TWAIN driver/Web browser)
- Transfer via SMB/FTP/SFTP
- Email
- Scan (URL)
- Scan to USB (optional)
- Simultaneous transmission
such as Email / Transfer via
SMB, etc.
- ScanAuto
- Preview
- Color Scanning
- 2 Sided Scanning
- Mixed Size Originals
- File Format: TIFF / JPEG /
PDF*1 / XDW(DocuWorks)*2
- Microsoft Excel/Word format
(optional)
- Single File for Each Page
- Searchable Text (optional)
- High Compression
(High Speed)(optional)
- Job Flow Sheets
- Scan Delivery (optional)
- *1: High Compression / Specific Color/
Searchable Text / Security / Signature /
Optimise For Quick Web View
- *2: Searchable Text / Security / Signature

Others

- Local Authentication
- Remote Authentication
(optional)
- Azure AD linked
authentication (optional)
- IC Card Log In (optional)
- Serverless Authentication
(optional)
- Secondary Ethernet
(optional)
- Wi-Fi Support (optional)
- Data Encryption
- Data Overwrite (optional)
- Secure Watermark (optional)
- Image Log (optional)
- Message screen from an
administrator
- Job History Export

Note: More options may need to be added depending on the model.

fujifilm.com/fbph

FUJIFILM

FUJIFILM Business Innovation Philippines Corp.

25th Floor, SM Aura Tower, 26th St. Corner McKinley Parkway, Taguig City 1630 Philippines
Tel. 632-8878-5200

The available model varies depending on the country/region. Please ask the sales representatives for details.

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ApeosPort-V

C7776 / C6676 / C5576 / C4476 / C3376 / C3374 / C2276



ApeosPort-V

C7776 / C6676 / C5576 / C4476 / C3376 / C3374 / C2276

Transform the way you work





The smartest technology investments do more than pay for themselves

Ideally, they integrate and streamline multiple office processes, simplify complex tasks, and free up company resources so you can devote more energy to growing your business.

In today's competitive business environment, it's critical to choose the right technology provider. You need one who can provide you with a complete solution that delivers more than you require immediately to work efficiently — one who can also provide the framework you will need in the future to create effective new workflows.

You need more than a technology vendor. You need a partner who helps you find new ways to get more work done in less time.

**Copy
Print**

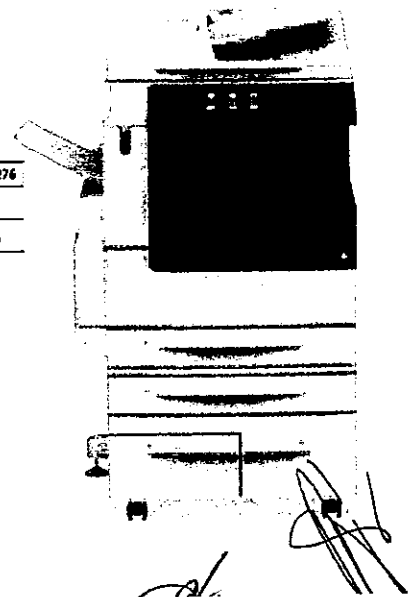
	ApeosPort-V C7776	ApeosPort-V C6676	ApeosPort-V C5576	ApeosPort-V C4476	ApeosPort-V C3376	ApeosPort-V C3374	ApeosPort-V C2276
Colour	70 ppm	65 ppm	50 ppm	45 ppm	35 ppm	30 ppm	25 ppm
B/W	70 ppm	65 ppm	55 ppm	45 ppm	35 ppm	30 ppm	25 ppm

Scan

Colour, B/W : 80 ppm
1 pass, 2 sided scanning : 150 ppm

Fax

Super G3 Supported

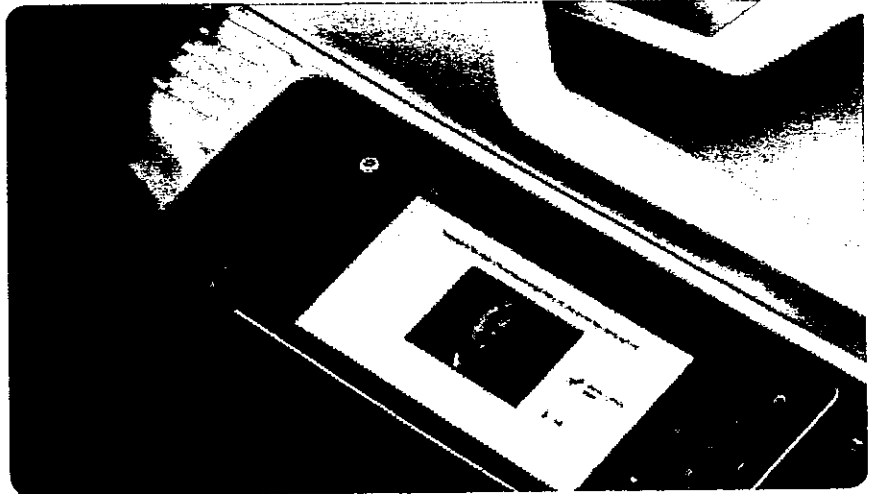


Advanced functions and easy to use

Industry First, Facial Recognition Technology

With Smart WelcomEyes Advance*, the recovery from sleep mode won't keep you waiting – it's ready when you are. It can also recognise the face of each user and use that information as a simple, rapid authentication process.

* Optional



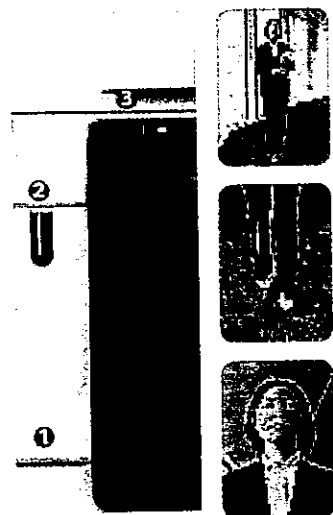
Smart WelcomEyes Advance

The ApeosPort-V series automatically recovers from Sleep mode as users approach the device. With Smart WelcomEyes Advance, a real-time proximity camera and a pyroelectric heat sensor, detect when a user is approaching and recovers from Sleep mode so it is ready to use in just 3.1 seconds*.

This intuitive technology simplifies operational processes and saves both time and energy. What's more, a face recognition camera uses profiles to customise the touch screen interface to suit their particular applications**.

* With ApeosPort-V C3376/C3374/C2276

**Detailed specifications are set out in the Customer Expectation Document, which is available from your Fuji Xerox Account Manager.



- 1 This groundbreaking technology uses an infrared pyroelectric sensor to monitor thermal changes in the vicinity of the device, to detect a person approaching.
- 2 The user detection camera verifies human motion, such as the direction their toes are pointing, to determine whether the person wishes to use the device.
- 3 It also offers sophisticated, yet simple, user authentication method through face recognition. The face recognition camera can recognise the face of the user standing in front of the device, making authentication simple and fast.

* The local authentication mode must be enabled.

Simpler scanning operation

Navigating and operating screens can be simplified with these installed applications offering individual users a simple and easy-to-use operation screen, reducing working time.

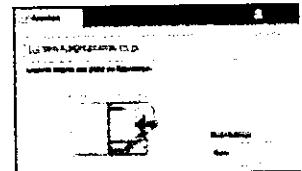
Easier scanning for personal use

Scanning is now much simpler with the automatic recognition of both the orientation and number of printed sides of the original document.

The scan data destination is also set automatically during the authentication process.

Or, if you prefer, you can select the destination quickly from your send history.

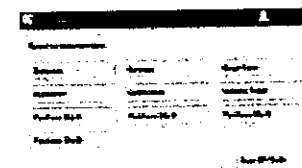
* ScanAuto is pre-installed, but must be configured before use.



Easy to scan and save files for individual work

Apeos Scan Connector* provides automatic operation to name a file in accordance with a pre-defined rule and save scanned data directly in a specified folder instead of using a PC to save them. You can improve operating efficiency for routine scanning tasks.

*Optional.



Enabling more time for the work that matters most

The business world is complex enough – your business processes don't have to be.

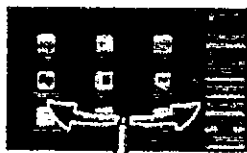
Fuji Xerox gives you the tools and technologies that make it possible to automate common office workflows, to turn challenges into routine tasks, and to greatly simplify the ways in which you share business-critical information.



Simple and easy to use

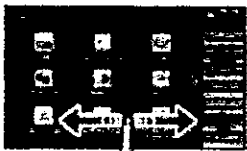
The 9-inch, colour touch screen features simple icons driven by flick, drag and tap operation promoting similar and consistent operability when using a smart phone/tablet device.

Single touch icons can be created for frequently-used functions. Assign the single touch icon its own scanning workflow for fast document distribution and archiving.



Flick

Simply touch and swipe the screen with your finger to scroll and switch pages.



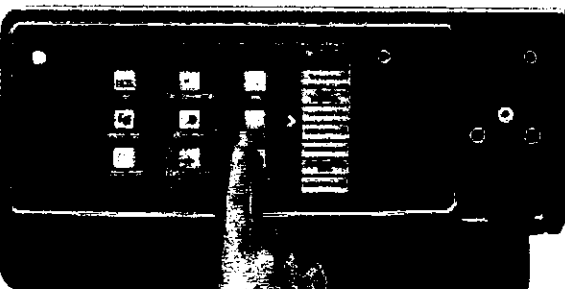
Drag

Touch and hold a function control button with your finger, and then slide your finger to move it.



Tap/Double-tap

Tap the screen (twice) with your finger to make a selection or decision.



Onboard scanning solutions

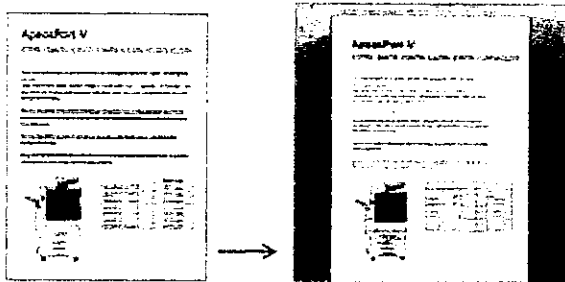
Dramatically increase your workflow efficiency with these onboard scanning solutions: on-box Optical Character Recognition with searchable PDF creation; secure PDF; scan to USB device; Scan to Email, Folder, and Network*. Plus, single pass scanning simultaneously scans both sides of two-sided documents, while high compression technology reduces file sizes.

*Optional accessories may be required.

Conversion to editable Word and Excel® Files

Scanned documents can be converted to Microsoft Word® and Excel® format so you can edit them easily*. Documents can be retrieved from your server and easily used, saving time and hassle for users by eliminating rekeying chores.

* Optional. The Advanced Scan Kit is required.

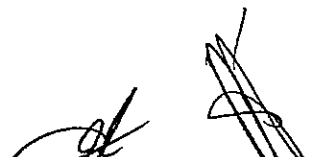


Output media

Word data

Remote power control (power off)

Devices located some distance from system administrators can be switched off remotely by PC. In large facilities such as a campus or factory building, this function can reduce the time and labour required to walk to every device and switch it off individually.



Extend your office productivity possibilities

Experience high output performance with print speeds of up to 70 pages per minute (ppm), with a fast recovery from sleep mode of 3.1 seconds.

* For ApeosPort-V C3376/C3374/C2276. 10.5 seconds for ApeosPort-V C5576/C4476. 14.0 seconds for ApeosPort-V C7776/C6676.

Scan and copy more, faster

Single-pass, duplex scanner* scans at speeds of up to 150 images per minute for exceptional productivity. The lightweight, duplex automatic document feeder can also hold up to 130 sheets.

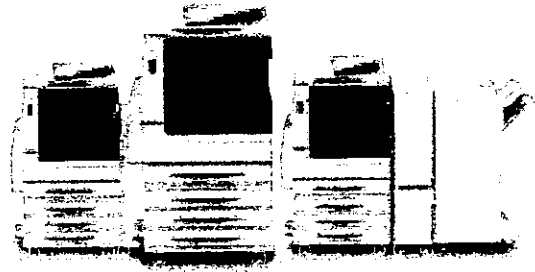
*Optional Single-pass scanner is required for ApeosPort-V C3376/C3374/C2276.

Support for banner printing

You can now print colourful posters in your office with the ApeosPort-V series. They are capable of handling paper sizes up to 320 mm x 1200 mm, opening up a range of new print and copy possibilities.

Powerful media handling

The ApeosPort-V series can support a wide range of media weights from 52gsm up to 300gsm giving you access to more applications that meet your requirements.



Punched paper and envelope are also supported

Punched paper, suitable for filing purposes, can be used in these devices, as well as envelopes up to 70gsm. No wrinkles occur during printing on envelopes.

Support in environments operating separate, independent networks

Two Ethernet networks* can be connected to a single device, supporting customers with requirements for an additional private network due to information security reasons.

* Optional.

* Print function only. Supported protocol: TCP/IP (Ipd, Port9100) only.

Easy printing wherever you are

Mobile Print Utility for iOS / Android

This free Fuji Xerox application lets you print web pages, pictures, DocuWorks and PDF documents¹, and import scanned documents to mobile devices. You can configure it to print N-up and duplex. Server-less On-demand printing² is also available by assigning authentication information. Additionally, the application is supported by standard printing frameworks on Android™ OS 4.4 or later.

* Print Utility can be downloaded for free from the App Store (iOS) or Google Play™ (Android).

*1: Outputting DocuWorks and PDF documents requires DocuWorks Viewer Light for iPhone/iPad or DocuWorks Viewer Light for Android.

*2: Optional.

Google Cloud Print

By registering the multifunction device with Google Cloud Print, you can send documents via the cloud from Android™ devices, Chromebook™ and PC's.

* Google Cloud Print is a web printing service provided by Google.



Wi-Fi Direct[®]

Users can connect the ApeosPort-V series devices anywhere, without the need for network cabling.

* Optional.

AirPrint

Apple[®] AirPrint™ allows printing email, photos and important office documents directly from Apple iPhone[®], iPad[®] or Mac devices with no drivers to install.



Mopria™ Print

Print even more easily from Android. The Mopria Print Service is an application which lets you print directly from devices running Android 4.4 (KitKat) or later. Documents such as photographs, web pages and PDF files can be printed easily via a wireless LAN to Mopria-certified output devices.



* Mopria Print Service can be downloaded for free from Google Play™. (Android™ 4.4 or later)



Experience the difference

Fuji Xerox iiX is a software integration layer allowing your ApeosPort-V solution to adapt to fit the way you work, not the other way around.

In adopting this approach to developing an integration layer in each ApeosPort-V solution, Fuji Xerox can unleash the powerful features of its technology and create personalised and customised document management solutions that you can access right from the device touch screen. These solutions can leverage your existing infrastructure and databases.

Cost management

In years gone by, the costs of office printing were frequently borne by the IT department alone and reported as a consolidated cost of doing business, without the visibility of who was printing what.

Some of the benefits of implementing one of Fuji Xerox's cost management solutions include:

- Identifying output costs down to the individual user, in order to keep operating costs low
- Precisely allocate/disperse costs to client accounts/internal cost centres or individual users
- Improved document and device security
- Print documents from just about anywhere, anytime and pick up their jobs at the time and location of their choosing
- Minimise security breaches caused by confidential printouts left unclaimed
- Enhance your sustainability initiatives by reducing paper and energy use
- Encourage mobile flexibility with smartphones and tablets
- Reduce waste and misuse of resources



Mobility solutions

Smart phones keep getting smarter. Applications for tablet computers are emerging at dizzying speeds. And the cloud that links them all is limitless in scope. Mobile computing is no longer a technology trend, but rather, an integral component for your business to improve customer experience when dealing with you.

As mobile devices encroach even further into the Australian corporate space, Fuji Xerox has the answers to enable customers to take advantage of this new "wave" of technology.

Fuji Xerox mobility solutions can enhance the usability of mobile devices in the workplace to improve productivity for users on the move. From simply printing documents and photos stored on a mobile device to integrating these mobile devices with your existing system to enhance document sharing and collaboration.

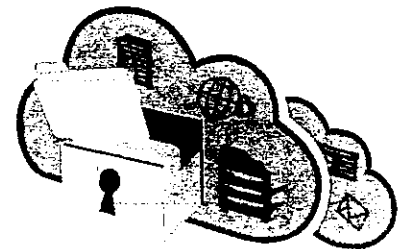


Cloud solutions

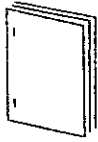
The Internet has fundamentally changed the way we do business today. The demand to access information instantly from anywhere, anytime is critical to the growth of your business. Respond to this demand quickly and affordably with innovative Fuji Xerox Cloud Solutions.

Working Folder is an easy, affordable and reliable way to store documents, collaborate on content or digitise inbound paper transmissions helping you to shift your business into the mobile era.

Connect to for Salesforce can free up more productive time by reducing manual steps in uploading documents to your CRM – Salesforce. From your networked device you can connect to one of the industry leading CRM solutions. All you need is an optional enabler from Fuji Xerox and a subscription to Salesforce.

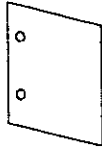


Extra functionality in finishing



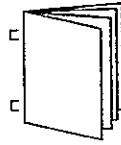
Stapling

Stapling multiple pages documents, such as meeting materials into sets, is available.



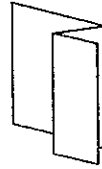
Punch

A hole punch process can be used for filling documents in binders.



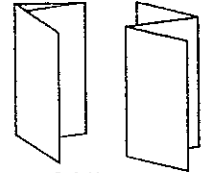
Saddle Staple

This Single Fold and stapling process is ideal for creating catalogues and booklets.



Z Fold Half sheet*

Z Fold Half sheet is a useful method to combine A3 documents into A4 size.



Tri-fold*

The C-fold is useful when creating materials enclosed in envelopes.

	Finisher A1	Finisher B1 + Booklet Maker Unit for Finisher-B1	C3 Finisher	C3 Finisher with Booklet Maker	C3 Finisher with Booklet Maker + Folder Unit CD1
Stapling thickness	50 sheets ^{*1}	50 sheets	50 or 65 sheets ^{*2}	50 or 65 sheets ^{*2}	50 or 65 sheets ^{*2,3}
Punch	—	2/4 hole punch ^{*4} or 2/3 hole punch ^{*5}	2/4 hole punch ^{*6} or 2/3 hole punch ^{*7}	2/4 hole punch ^{*6} or 2/3 hole punch ^{*7}	2/4 hole punch ^{*6} or 2/3 hole punch ^{*7}
Saddle Staple	—	○ ^{*8}	—	○	○
Single Fold	—	○ ^{*8}	—	○	○
Tri-fold	—	—	—	—	○ ^{*9}
Z Fold Half sheet	—	—	—	—	○ ^{*9}
Tray capacity ^{*10}	Output tray	—	500 sheets	500 sheets	500 sheets
	Finisher tray	500 sheets	2000 sheets	3000 sheets	1500 sheets

*1: A4 size. Max. 30 sheets with B4 or larger. Single stapling (front/angled) only.

*2: C3 Finisher Staple Unit 65 Sheets is required.

*3: Finisher capacity decreases when Z-fold half sheets are mixed.

*4: 2/4 Hole Punch Kit for Finisher-B1 is required.

*5: US 2/3 Hole Punch Kit for Finisher-B1 is required.

*6: Punch Unit 2H/4H is required.

*7: Punch Unit US 2H/3H is required.

*8: Booklet Maker Unit for Finisher-B1 is required. For the features of Saddle Staple or Single Fold, Finisher B1 does not perform folding but perform scoring.

*9: Folder Unit CD1 is required.

*10: 64 gsm paper

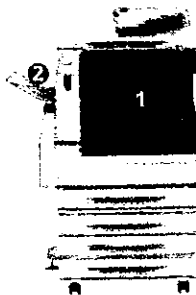
Note: C3 Finisher or C3 Finisher with Booklet Maker requires Transport Unit H1.

Note: Finisher A1 can only be attached to ApeosPort-V C3376, C3374 and C2276.

Note: Finisher B1 can only be attached to ApeosPort-V C5576, C4476, C3376, C3374 and C2276.

Output tray designation

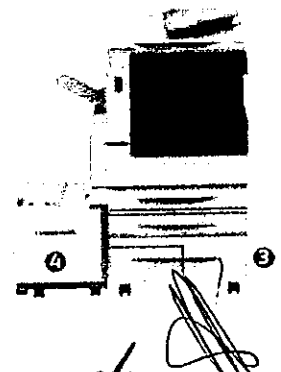
When Inner Output Tray ① or Side Tray ② is attached, you can designate the machine's output trays to be used for specific functions, i.e. copy, print, or fax.



High capacity feeders

Choose the Tandem Tray ③, which can accommodate up to 3,090 sheets.

In addition, an optional High Capacity Feeder ④ which can hold up to 2,030 sheets* of A4-size media (one tray) is available. It supports large-volume output demands.



Conserve energy with environmental technologies

"RealGreen" Solutions

Fuji Xerox is committed to real, measurable green solutions in office environments.

These can be achieved while at the same time improving user convenience and efficiency during operations.



Smart Energy Management Technology

The new ApeosPort-V C7776 series uses Smart Energy Management to power only the functions required by the user. This reduces power consumption and CO2 emissions. What's more, you will enjoy a much quieter office environment.

Two second start up time – no need to wait!

When the ApeosPort-V series recovers from sleep mode, it takes only two seconds to start working. Even if the device is routinely set to sleep mode to reduce power use, users don't experience any delays in set-up and operation.

Induction heating

The newly developed, heat-efficient IH fuser does not require preheating, which helps reduce power consumption in standby mode by 44% compared to a resistance heating device.

High-precision LED print head technology for reduced power use

Digitally Enhanced Lighting Control Imaging System (DELICIS) achieves an output print resolution of 1,200 x 2,400 dpi that is equivalent or even superior to that produced by a conventional laser raster output scanner (ROS) system. LED print head technology makes it possible to build smaller devices and improve energy efficiency.

A quiet environment for greater efficiency

To continue to address the levels of noise in the office environment, Fuji Xerox have introduced advanced technologies to reduce operation sounds.

Typical device energy use

The ApeosPort-V series has achieved 1.0 kWh¹ for TEC value², conforming to International ENERGY STAR[®] Program standards and reducing power consumption.

*1: For ApeosPort-V C2276 Model.

*2: Value measured by the test defined in International ENERGY STAR[®] Program.

TEC value



ApeosPort-V C2276	1.0 kWh
ApeosPort-V C3374	1.3 kWh
ApeosPort-V C3376	1.4 kWh
ApeosPort-V C4476	2.1 kWh
ApeosPort-V C5576	2.7 kWh
ApeosPort-V C6676	3.5 kWh
ApeosPort-V C7776	3.7 kWh

Sustainability commitment

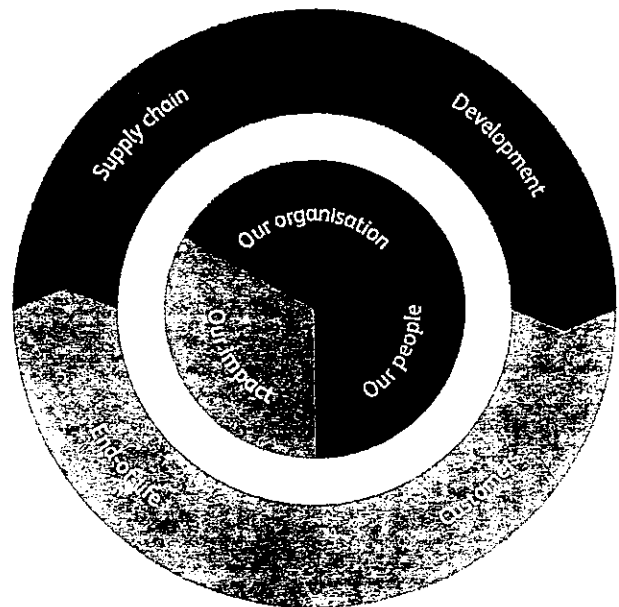
Fuji Xerox Australia has a long standing commitment to sustainability. From our customised cartridge recycling program to our award-winning remanufacturing process, we are committed to reducing our environmental impact and that of our customers.

Fuji Xerox devices are all designed with the environment in mind, with a range of environmentally-friendly features. In addition, our range of software solutions can minimise wasted resources like toner and paper, as well as wasted time and effort. This enables our customers to not only reduce their environmental impact but also save money by operating more efficiently.

Recovery box services:

Fuji Xerox Australia offers a recovery box service free of charge to metropolitan customers. At your request, we will provide a sturdy box in which to store your used consumables and packaging.

When the box is full, simply call us and a Fuji Xerox valet will collect and replace it with a new one. This program reduces landfill, conserves natural resources, and enables you to dispose of your used products quickly and easily. To order a recovery box, call 1800 028 962.



How can we support you

Your decision to invest in products from Fuji Xerox Australia ensures that your business enjoys the highest standards in technology. To maximise uptime and business productivity, we offer a comprehensive range of support options so that from the moment of installation, you receive optimum reliability and performance from your new solution. Online, on the phone, and on-site – our team is available around the clock so you are never without support.

Service capability and performance certification

Fuji Xerox is the only company of its kind in Australia with the internationally recognised Service Capability and Performance Certification. This prestigious award requires annual company reviews of corporate commitment research and development, strategic direction, performance metrics and customer satisfaction. Year after year, our Sydney based Customer Technical Support group and Online Support Centre have achieved this international certification, delivering to our customers some of the most effective, high quality support services within the industry. For additional information on the SCP Certification, visit www.spcertification.com



Specifications of ApeosPort-V C7776 / C6676 / C5576 / C4476 / C3376 / C3374 / C2276

Basic Specifications/Copy Function

Item	ApeosPort-V C7776	ApeosPort-V C6676	ApeosPort-V C5576	ApeosPort-V C4476	ApeosPort-V C3376	ApeosPort-V C3374	ApeosPort-V C2276																																
Type	Console																																						
Memory capacity	4 GB (Max: 4 GB)																																						
Hard disk capacity ¹	160 GB or larger (Usable space: 128 GB)																																						
Colour Capability	Full Colour																																						
Scan Resolution	600 x 600 dpi																																						
Printing Resolution	1200 x 2400 dpi (High Resolution Photo) 600 x 600 dpi (Text / Text-Photo / Photo / Map)																																						
Warm-up Time	30 seconds or less, 24 seconds or less if the main power is on (At room temperature 23°C)																																						
Original Size	Maximum of 297 x 432 mm (A3, 11 x 17") for both Sheet and Book																																						
Paper Size	Max: SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm), A3 (12 x 19" (305 x 483 mm) when using Bypass Tray)																																						
	Min: A5 (Postcard (100 x 148 mm) and Quadrate NO.3 Envelope (120 x 235 mm) when using Bypass Tray)																																						
	Image loss width: Lead Edge 4.0 mm, Trail Edge 2.0 mm, Right & Left Edges 2.0 mm																																						
Paper Weight ²	Paper Tray: 52 to 300 gsm Bypass Tray: 52 to 300 gsm																																						
First Copy Output Time	<table border="1"> <thead> <tr> <th>B/W³</th> <th>3.3 sec.</th> <th>3.3 sec.</th> <th>3.7 sec.</th> <th>4.4 sec.</th> <th>4.9 sec.</th> <th>4.9 sec.</th> <th>6.6 sec.</th> </tr> </thead> <tbody> <tr> <td>Colour⁴</td> <td>4.1 sec.</td> <td>4.1 sec.</td> <td>5.2 sec.</td> <td>5.7 sec.</td> <td>6.4 sec.</td> <td>6.4 sec.</td> <td>8.7 sec.</td> </tr> </tbody> </table>							B/W ³	3.3 sec.	3.3 sec.	3.7 sec.	4.4 sec.	4.9 sec.	4.9 sec.	6.6 sec.	Colour ⁴	4.1 sec.	4.1 sec.	5.2 sec.	5.7 sec.	6.4 sec.	6.4 sec.	8.7 sec.																
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Colour ⁴	4.1 sec.	4.1 sec.	5.2 sec.	5.7 sec.	6.4 sec.	6.4 sec.	8.7 sec.																																
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A4 LEF / B5 LEF	B/W: 70 ppm Colour: 70 ppm	B/W: 65 ppm Colour: 65 ppm	B/W: 55 ppm Colour: 50 ppm	B/W: 45 ppm Colour: 45 ppm	B/W: 35 ppm Colour: 35 ppm	B/W: 30 ppm Colour: 30 ppm	B/W: 25 ppm Colour: 25 ppm																																
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Paper Tray Capacity ⁶	<table border="1"> <thead> <tr> <th>Standard</th> <th colspan="7">[C7776 / C6676] Tandem Tray Model: 500 sheets x 2-tray + 867 sheets + 1133 sheets + Bypass Tray 90 sheets [C5576 / C4476 / C3376 / C3374 / C2276] Tandem Tray Model: 500 sheets x 2-tray + 867 sheets + 1133 sheets + Bypass Tray 90 sheets 4 Tray Model: 500 sheets x 4 tray + Bypass Tray 90 sheets</th> </tr> <tr> <th>Optional</th> <th colspan="7">HCF B1: 2030 sheets</th> </tr> <tr> <th>Max</th> <th colspan="7">[C7776 / C6676] Tandem Tray Model: 5120 sheets (Standard + HCF B1) [C5576 / C4476 / C3376 / C3374 / C2276] Tandem Tray Model: 5120 sheets (Standard + HCF B1) 4 Tray Model: 4120 sheets (Standard + HCF B1)</th> </tr> </thead> </table>							Standard	[C7776 / C6676] Tandem Tray Model: 500 sheets x 2-tray + 867 sheets + 1133 sheets + Bypass Tray 90 sheets [C5576 / C4476 / C3376 / C3374 / C2276] Tandem Tray Model: 500 sheets x 2-tray + 867 sheets + 1133 sheets + Bypass Tray 90 sheets 4 Tray Model: 500 sheets x 4 tray + Bypass Tray 90 sheets							Optional	HCF B1: 2030 sheets							Max	[C7776 / C6676] Tandem Tray Model: 5120 sheets (Standard + HCF B1) [C5576 / C4476 / C3376 / C3374 / C2276] Tandem Tray Model: 5120 sheets (Standard + HCF B1) 4 Tray Model: 4120 sheets (Standard + HCF B1)														
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Output Tray Capacity ⁷	Upper Center: 250 sheets (A4 LEF), Lower Center: 250 sheets (A4 LEF)																																						
Power Supply	AC 220 - 240 V, 8 A, 50/60 Hz																																						
Maximum Power Consumption	<table border="1"> <thead> <tr> <th>[C7776 / C6676]</th> <th>2.4 kW or less</th> <th>Sleep Mode: 1.3 W or less</th> <th>Ready Mode: 119 W or less</th> <th>[C5576 / C4476]</th> <th>2.2 kW or less</th> <th>Sleep Mode: 1.3 W or less</th> <th>Ready Mode: 105 W or less</th> </tr> </thead> <tbody> <tr> <td>[C3376 / C3374 / C2276]</td> <td>2.2 kW or less</td> <td>Sleep Mode: 1.3 W or less <th>Ready Mode: 105 W or less</th> <td>[C3376 / C3374 / C2276]</td> <td>2.2 kW or less</td> <td>Sleep Mode: 1.3 W or less <th>Ready Mode: 55 W or less</th> </td></td></tr> </tbody> </table>							[C7776 / C6676]	2.4 kW or less	Sleep Mode: 1.3 W or less	Ready Mode: 119 W or less	[C5576 / C4476]	2.2 kW or less	Sleep Mode: 1.3 W or less	Ready Mode: 105 W or less	[C3376 / C3374 / C2276]	2.2 kW or less	Sleep Mode: 1.3 W or less <th>Ready Mode: 105 W or less</th> <td>[C3376 / C3374 / C2276]</td> <td>2.2 kW or less</td> <td>Sleep Mode: 1.3 W or less <th>Ready Mode: 55 W or less</th> </td>	Ready Mode: 105 W or less	[C3376 / C3374 / C2276]	2.2 kW or less	Sleep Mode: 1.3 W or less <th>Ready Mode: 55 W or less</th>	Ready Mode: 55 W or less																
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Dimensions	[C7776 / C6676 / C5576 / C4476 / C3376 / C3374 / C2276] W 640 x D 699 x H 1143 mm (when Duplex Automatic Document Feeder B1-PC is installed) [C3376 / C3374 / C2276] W 640 x D 699 x H 1128 mm (when Duplex Automatic Document Feeder B1-C is installed)																																						
Weight ⁸	148 kg	148 kg	135 kg ⁹	135 kg ⁹	130 kg ⁹	130 kg ⁹	130 kg ⁹																																

- ¹ The Storage Hard disk capacity is not totally available for customers
² It is recommended to use Fuji Xerox recommended paper. Correct print output may not be possible depending on the requirement.
³ A4 LEF / Monochrome priority mode.
⁴ A4 LEF / Colour priority mode.
⁵ The speed may be reduced due to the image quality adjustment.
⁶ 80 gsm paper.
⁷ 64 gsm paper.
⁸ Excluding Toner Cartridge.
⁹ 4 Tray Model.

Print Function

Item	Description
Type	Build-in type
Continuous Print Speed ¹	Same as the Basic Specifications / Copy Function
Print Resolution	600 x 600 dpi, 1200 x 1200 dpi, 1200 x 2400 dpi
Page Description Language	Standard: PCL5 / PCL6 Adobe ² PostScript ³ 3**
Supported Operating System	Standard (PCL Driver): Windows [®] 10 (32bit), Windows [®] 10 (64bit), Windows [®] 8.1 (32bit), Windows [®] 8.1 (64bit), Windows [®] 8 (32bit), Windows [®] 8 (64bit), Windows [®] 7 (32bit), Windows [®] 7 (64bit), Windows Vista [®] (32bit), Windows Vista [®] (64bit), Windows Server [®] 2012 R2 (64bit), Windows Server [®] 2012 (64bit), Windows Server [®] 2008 R2 (64bit), Windows Server [®] 2008 (32bit), Windows Server [®] 2008 (64bit), Windows Server [®] 2003 (32bit), Windows Server [®] 2003 (64bit) Standard (Mac OS X Driver): OS X 10.10/10.9/10.8, Mac OS X 10.7/10.6/10.5 Adobe ² PostScript ³ 3** Driver: Windows [®] 10 (32bit), Windows [®] 10 (64bit), Windows [®] 8.1 (32bit), Windows [®] 8.1 (64bit), Windows [®] 8 (32bit), Windows [®] 8 (64bit), Windows [®] 7 (32bit), Windows [®] 7 (64bit), Windows Vista [®] (32bit), Windows Vista [®] (64bit), Windows Server [®] 2012 R2 (64bit), Windows Server [®] 2012 (64bit), Windows Server [®] 2008 R2 (64bit), Windows Server [®] 2008 (32bit), Windows Server [®] 2008 (64bit), Windows Server [®] 2003 (32bit), Windows Server [®] 2003 (64bit) OS X 10.10/10.9/10.8, Mac OS X 10.7/10.6/10.5
Interface	Standard: Ethernet 100BASE-TX / 10BASE-T, USB2.0 Optional: Ethernet 1000BASE-T, Bidirectional Parallel (IEEE1284-B)

¹ The speed may be reduced due to the image quality adjustment. The printing speed may be reduced depending on the document.

Scan Function

Item	Description				
Type	Colour Scanner				
Scan Resolution	600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi				
Scan Speed ¹	<table border="1"> <thead> <tr> <th>Duplex Automatic Document Feeder B1-C</th> <th>[C3376 / C3374 / C2276] B/W: 70 ppm, Colour: 70 ppm</th> </tr> </thead> <tbody> <tr> <td>Duplex Automatic Document Feeder B1-PC²</td> <td>B/W: 80 ppm, Colour: 80 ppm (1 pass, 2 sided scanning: B/W: 150 ppm³, Colour: 150 ppm³) [Fuji Xerox Standard Paper (A4 LEF), 200dpi, to Folder.]</td> </tr> </tbody> </table>	Duplex Automatic Document Feeder B1-C	[C3376 / C3374 / C2276] B/W: 70 ppm, Colour: 70 ppm	Duplex Automatic Document Feeder B1-PC ²	B/W: 80 ppm, Colour: 80 ppm (1 pass, 2 sided scanning: B/W: 150 ppm ³ , Colour: 150 ppm ³) [Fuji Xerox Standard Paper (A4 LEF), 200dpi, to Folder.]
Duplex Automatic Document Feeder B1-C	[C3376 / C3374 / C2276] B/W: 70 ppm, Colour: 70 ppm				
Duplex Automatic Document Feeder B1-PC ²	B/W: 80 ppm, Colour: 80 ppm (1 pass, 2 sided scanning: B/W: 150 ppm ³ , Colour: 150 ppm ³) [Fuji Xerox Standard Paper (A4 LEF), 200dpi, to Folder.]				
Interface	Standard: Ethernet 100BASE-TX / 10BASE-T Optional: Ethernet 1000BASE-T				

- ¹ The scanning speed varies depending on the documents.
² Simplex scanning speed of Duplex Automatic Document Feeder B1-PC is reduced when Paper Security Function is enabled.
³ 160 ppm for both B/W and colour when Quiet Mode is disabled. This setting can be changed to suit the customer's usage.

Duplex Automatic Document Feeder B1-C

Item	ApeosPort-V C3376	ApeosPort-V C3374	ApeosPort-V C2276
Original Size	Max: A3, 11 x 17" Min: A5 ¹		
Paper Weight	38 to 128 gsm (In Duplex: 50 to 128 gsm)		
Capacity ²	110 sheets		
Feeding Speed (A4 LEF Simplex)	B/W: 35 ppm Colour: 35 ppm	B/W: 30 ppm Colour: 30 ppm	B/W: 25 ppm Colour: 25 ppm

- ¹ The minimum custom size is 125 x 85 mm.
² 64 gsm paper.

Duplex Automatic Document Feeder B1-PC (Optional)

Item	ApeosPort-V C7776	ApeosPort-V C6676	ApeosPort-V C5576	ApeosPort-V C4476	ApeosPort-V C3376	ApeosPort-V C3374	ApeosPort-V C2276
Original Size	Max: A3, 11 x 17" Min: A5 ¹						
Paper Weight	38 to 128 gsm (In Duplex: 50 to 128 gsm)						
Capacity ²	130 sheets						
Feeding Speed (A4 LEF Simplex)	B/W: 70 ppm Colour: 70 ppm	B/W: 65 ppm Colour: 65 ppm	B/W: 55 ppm Colour: 50 ppm	B/W: 45 ppm Colour: 45 ppm	B/W: 35 ppm Colour: 35 ppm	B/W: 30 ppm Colour: 30 ppm	B/W: 25 ppm Colour: 25 ppm
Dimensions	W 560 x D 498 x H 140 mm						
Weight	11 kg						

- ¹ The minimum custom size is 125 x 85 mm.
² 64 gsm paper.

Fax Function (Optional)

Item	Description
Original Size	Max: A3, 11 x 17", Long document (Longest 600 mm)
Recording Paper Size	Max: A3, 11 x 17" Min: A5
Transmission Time	2 seconds and more but fewer than 3 seconds
Transmission Mode	ITU-T G3
Applicable Lines	Telephone subscriber line, PBX, Fax communication (PSTN), Maximum 3 ports (G3-3 ports)

HCF B1 (Optional)

Item	Description
Paper Size	A4 LEF, Letter LEF, B5 LEF
Paper Weight	55 to 216 gsm
Feeding Capacity / Number of Tray ¹	2030 sheets x 1-tray
Dimensions	W 389 x D 610 x H 380 mm
Weight	29 kg

¹ 80 gsm paper

Side Tray

Item	Description
Paper Capacity ¹	100 sheets
Dimensions	W 353 x D 469 x H 198 mm

¹ 64 gsm paper.

Finisher-A1 (Optional)

Item	Description
Type	Sort (Offset available) / Stack (Offset available)
Paper Size	Max: A3, 11 x 17" Min: Postcard (100 x 148 mm)
Paper Weight ¹	52 to 220 gsm
Paper Capacity ²	Finishing Tray [Without Stapling] A4: 500 sheets, B4: 250 sheets, A3 or larger: 200 sheets, Mixed Size Stacking ³ : 250 sheets [With Stapling] 30 sets
Staple Capacity	A4: 50 sheets (90 gsm or less) B4 or larger: 30 sheets (90 gsm or less)
Paper Size	Max: A3, 11 x 17" Min: B5 LEF
Position	Single stapling
Dimensions	W 559 x D 448 x H 246 mm
Weight	12 kg

Note The unit cannot be installed on ApeosPort-V C7776/C6676/CS576/CS4476.

¹ 64 gsm paper.

² When larger size sheets are stacked on top of smaller size sheets.

Finisher-B1 (Optional)

Item	Description
Type	Sort (Offset available) / Stack (Offset available)
Paper Size	Max: A3, 11 x 17" Min: B5 LEF
Paper Weight ²	52 to 220 gsm
Paper Capacity ³	[Without Stapling] A4: 2000 sheets, B4 or larger: 1000 sheets, Mixed Size Stacking ⁴ : 300 sheets [With Stapling] A4: 100 sets or 1000 sheets ⁵ , B4 or larger: 75 sets or 750 sheets [With Booklet Finishing ⁶] 50 sets or 600 sheets [With Scoring ⁷] 500 sheets
Staple Capacity	50 sheets (90 gsm or less)
Paper Size	Max: A3, 11 x 17" Min: B5 LEF
Position	Single stapling, Dual stapling
Punch ⁸	Number of Holes 2-hole / 4-hole punch or 2-hole / 3-hole punch (US Specifications)
Paper Size	A3, 11 x 17", B4, A4 ⁹ , A4 LEF, Letter ⁹ , Letter LEF, B5 LEF
Paper Weight	55 to 200 gsm
Booklet Finishing ⁶	Capacity Saddle Staple: 15 sheets, Scoring: 5 sheets
Paper Size	Max: A3, 11 x 17" Min: A4, Letter
Paper Weight	Saddle Staple: 64 to 80 gsm, Scoring: 64 to 105 gsm
Dimensions ⁷	W 620 x D 552 x H 987 mm [With Booklet Finisher: W 620 x D 597 x H 1057 mm]
Weight	28 kg [With Booklet Finisher: 37 kg]

Note The unit cannot be installed on ApeosPort-V C7776/C6676.

¹ Paper size is smaller than B5, and larger than A3, 11 x 17" can be output from the Center Tray.

² 64 gsm paper.

³ 64 gsm paper.

⁴ When larger size sheets are stacked on top of smaller size sheets.

⁵ 75 sets or 750 sheets with dual stapling.

⁶ The Booklet Finishing function requires the optional Finisher-B1 Booklet unit.

⁷ The Punch function requires the optional Finisher-B1 Punch unit for 2-hole / 4-hole punch or Finisher-B1 Punch unit for 2-hole / 3-hole punch (US Specifications).

⁸ 3 hole punch is not applicable.

⁹ 3 hole punch is not applicable.

C3 Finisher / C3 Finisher with Booklet Maker (Optional)

Item	C3 Finisher	C3 Finisher with Booklet Maker
Type	Output Tray Sort / Stack	Sort (Offset available) / Stack (Offset available)
	Finishing Tray Sort (Offset available) / Stack (Offset available)	
	Booklet Tray Sort / Stack	
Paper Size ¹	Output Tray Max: 12 x 19" (305 x 483 mm) Min: Postcard (100 x 148 mm)	Output Tray Max: 12 x 19" (305 x 483 mm) Min: B5 LEF
	Finishing Tray Max: 12 x 19" (305 x 483 mm) Min: B5 LEF	Finishing Tray Max: 12 x 18" (305 x 457 mm) Min: B5
	Booklet Tray —	Booklet Tray —
Paper Weight ²	Output Tray 52 to 300 gsm	Output Tray 52 to 300 gsm
	Finishing Tray 52 to 300 gsm	Finishing Tray 52 to 300 gsm
	Booklet Tray —	Booklet Tray 60 to 105 gsm ³
Paper Capacity ⁴	Output Tray 500 sheets (A4)	Output Tray 500 sheets (A4)
	Finishing Tray [Without Stapling] A4: 3000 sheets, B4 or larger: 1500 sheets, Mixed Size Stacking ⁵ : 300 sheets [With Stapling] A4: 200 sets or 3000 sheets, B4 or larger: 100 sets or 1500 sheets, Mixed Size Stacking ⁵ : 70 sets or 200 sheets	Finishing Tray [Without Stapling] A4: 1500 sheets, B4 or larger: 1500 sheets, Mixed Size Stacking ⁵ : 300 sheets [With Stapling] A4: 200 sets or 1500 sheets, B4 or larger: 100 sets or 1500 sheets, Mixed Size Stacking ⁵ : 70 sets or 200 sheets
	Booklet Tray —	Booklet Tray 20 sets ⁶
Staple Capacity	50 sheets (90 gsm or less) ⁷	50 sheets (90 gsm or less) ⁷
Paper Size	Max: A3, 11 x 17" Min: B5 LEF	Max: A3, 11 x 17" Min: B5 LEF
Position	Single stapling, Dual stapling	Single stapling, Dual stapling
Punch ⁸	Number of Holes 2-hole / 4-hole punch or 2-hole / 3-hole punch (US Specifications)	Number of Holes 2-hole / 4-hole punch or 2-hole / 3-hole punch (US Specifications)
Paper Size	A3, 11 x 17", B4, A4 ⁹ , A4 LEF, Letter ⁹ , Letter LEF, B5 LEF, 7.25 x 10.5" (184 x 267 mm), 8 x 10" (203 x 254 mm), 16K (194 x 267 mm), Cover A4 (223 x 297 mm), 9 x 11" (229 x 279 mm), 215 x 315 mm, 8.5 x 13" (216 x 330 mm), Legal, 11 x 15" (279 x 381 mm), 8K (267 x 388 mm)	A3, 11 x 17", B4, A4 ⁹ , A4 LEF, Letter ⁹ , Letter LEF, B5 LEF, 7.25 x 10.5" (184 x 267 mm), 8 x 10" (203 x 254 mm), 16K (194 x 267 mm), Cover A4 (223 x 297 mm), 9 x 11" (229 x 279 mm), 215 x 315 mm, 8.5 x 13" (216 x 330 mm), Legal, 11 x 15" (279 x 381 mm), 8K (267 x 388 mm)
Paper Weight	52 to 200 gsm	52 to 200 gsm
Booklet Finishing	Capacity —	Saddle Staple: 16 sheets ¹² Middle-Fold: 5 sheets Single Fold: 1 sheet
Paper Size	—	Max: SRA3 (320 x 450 mm), 12 x 18" (305 x 457 mm) Min: B5
Paper Weight	—	Saddle Staple: 60 to 105 gsm ^{11,12} Middle-Fold: 60 to 105 gsm ^{11,12} Single Fold: 60 to 105 gsm ^{11,12}
Dimensions ¹¹	W 730 x D 589 x H 1056 mm When Folder Unit CD1 is installed: W 965 x D 726 x H 1056 mm	W 790 x D 589 x H 1056 mm When Folder Unit CD1 is installed: W 1025 x D 726 x H 1056 mm
Weight	44 kg When Folder Unit CD1 is installed: 98 kg	61 kg When Folder Unit CD1 is installed: 115 kg

Note C3 Finisher or C3 Finisher with Booklet Maker requires Transport Unit H1.

¹ Paper less than B5 size is delivered from the Center Tray.

² 64 gsm paper.

³ Cover sheets can be up to 256 gsm.

⁴ 64 gsm paper.

⁵ When larger size sheets are stacked on top of smaller size sheets.

⁶ When the output paper size is the same.

⁷ Up to 65 sheets can be stapled when the optional C3 Finisher Staple Unit 65 Sheets is installed.

⁸ Optional.

⁹ 3-hole punch is not applicable.

Folder Unit CD1 (Optional)

Item	Description
Z-Fold	Paper Size A3, 11 x 17", B4
Half Sheet	Paper Weight 60 to 90 gsm
Tri-fold	Paper Size A4, Letter
	Paper Weight 60 to 90 gsm
	Paper Capacity ¹ 40 sheets
Power Supply ²	AC220-240 V +/- 10 %, 0.6 A, 50/60 Hz common
Maximum Power Consumption	144 W or less (AC220-240 V +/- 10%)
Dimensions	W 232 x D 726 x H 991 mm
Weight	53 kg

¹ 64 gsm paper.

² Power supply separate from the main unit is required.

Customer Expectation Document (CED)

For detailed product specifications, optimum performance parameters and service clearances refer to the Customer Expectation Document.

About Fuji Xerox Australia

With a noble purpose of 'liberating people to work smarter', Fuji Xerox Australia helps its clients to deliver the right information to the right people in the right format. This is achieved through the implementation of efficient business processes and effective communication. Fuji Xerox Australia is well recognised for its commitment to sustainability having received several awards including a United Nations 500 Roll of Honour listing and a Banksia Award for leadership in sustainability.

For more information, visit www.fujixerex.com.au or www.fxasustainability.com.au

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For Your Safety
Before using the product, read the Instruction Manual carefully for proper use. Use the product with the power source and voltage specified. Be sure to establish ground connection. Otherwise, electronic shock may result in the case of a failure or short circuit.

For more information or detailed product specification, please call or visit us at

Fuji Xerox Australia Pty. Ltd.

101 Waterloo Road, Macquarie Park, NSW Australia. 2113

Tel. 13 14 12

<http://www.fujixerex.com.au/>

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