

# Proposal for ADP (Philippines), Inc.

**Prepared by:** Ijun Jenina C. Java  
*Account Manager*

Friday, 5 June 2015

5 June 2015

**Mr. Nhorman Fajardo  
Facilities Team Leader  
ADP (Philippines), Inc.**

Dear Mr. Nhorman,

I am pleased to present you this proposal for a Fuji Xerox solution that will allow ADP (Philippines), Inc. to be more productive and profitable.

I believe that the DocuCentre-IV 2060, DocuCentre SC2020 and DocuCentre-V C2275 will address your current concerns on Cost Savings, Business Productivity and Improvement and Environmental Management. This solution offers superior value – from its high image quality, advanced features and user-friendliness to its seamless integration to your operations, lower operating costs and improved productivity.

I understand that this solution is a large investment that will impact your business. But Fuji Xerox believes in accountability to our customers and will support you every step of the way. From delivery to installation, from user training to after-sales service support, we at Fuji Xerox Philippines pride ourselves with the extent, speed and level of professionalism of our service support to all our clients.

I truly appreciate your consideration of Fuji Xerox products and solutions. I look forward to reviewing this proposal with you at your earliest convenience. If you have any questions, please do not hesitate to contact me at **(02) 878 5200** or by email at **[Ijun.Jenina.Java@phl.fujixerox.com](mailto:Ijun.Jenina.Java@phl.fujixerox.com)**

Sincerely,

Ijun Jenina C. Java  
Account Manager  
Metro Area 1- Makati

**Fuji Xerox Philippines, Inc.  
19/F 6788 Ayala Avenue, Makati City  
Trunk Line: (02) 878-5200  
Website: [www.fujixerox.com](http://www.fujixerox.com)**

# Executive Summary

## Introduction

We are pleased to present this proposal to ADP (Philippines), Inc. We appreciate the time your staff invested to help us better understand the business challenges you are facing. This proposal addresses:

- ADP (Philippines), Inc. current business objectives and requirements
- The Fuji Xerox Solution
- The business benefits ADP (Philippines), Inc. will realize from the implementation of our recommendation

## ADP (Philippines), Inc. Business Objectives

- Cost Reduction
- Business Productivity and Improvement
- Accountability

## Fuji Xerox Solution

Based on our evaluation and understanding of ADP (Philippines), Inc., we are recommending the following:

- Machine Model:
  - DocuCentre-IV 2060
  - DocuCentre SC2020
  - DocuCentre-V C2275
- Machine Configuration
  - Copy, Print and Scan
- Software:
  - No Software requirement for Manage Print Project

This solution addresses ADP (Philippines), Inc. current needs and supports your plans for future growth.

The DocuCentre-IV 2060 CPS, DocuCentre SC2020 and DocuCentre-V C2275 CPS will give you the following benefits:

1. Better Quality Equipment (output quality & reliability)
2. Lower running cost
3. Better Productivity (more features available)
4. More control and administration of costs
5. Easy to use access control through proximity card feature (future state)
6. Better after sales service

We are confident that our recommended solution will help ADP (Philippines), Inc. achieving desired Cost Savings, Business Productivity & Improvement and Accountability

# Current Situation

Based on the assessment made, the following details are the present printers deployed in ADP (Philippines), Inc.

## Machine Location and Models Based on the Actual Consumption (Makati Office)

No.	Floor	Department	Machine Model
1	6th	Office Admins	HP Laserjet CM1312
2	6th	HR	HP Laserjet CM2320
3	6th	HR	HP Laserjet P4515X
4	6th	HR	HP Laserjet M4555
5	6th	Corp. Accounting	HP Laserjet 4250
6	6th	Facilities	HP Laserjet M603
7	6th	GM	HP Laserjet M575
8	6th	Finance	HP Laserjet M4555
9	7th	Prod 1	HP Laserjet P4515X
10	7th	GSO	HP Laserjet 4250
11	7th	IT	HP Laserjet 4250
12	7th	Prod 2	HP Laserjet M603
13	8th	Prod 1	HP Laserjet P4515X
14	8th	Prod 2	HP Laserjet P4515X
15	8th	Prod 3	HP Laserjet M603
16	9th	Prod 1	HP Laserjet P4515X
17	9th	Prod 2	HP Laserjet M603
18	9th	Prod 3	HP Laserjet P4515X
19	10th	Prod 2	HP Laserjet P4515X
20	10th	Manager's Printer	HP Laserjet M475
21	10th	Prod 1	HP Laserjet M603
22	11th	Manager's Printer	HP Laserjet M475
23	11th	Prod 1	HP Laserjet M603
24	11th	Prod 2	HP Laserjet M603
25	11th	Prod 3	HP Laserjet M603

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# Current Situation

## Consumable Cost

Based on the Actual Consumption (Makati Office)

Floor	Machine Model	Toner Code		Ave. Monthly Consumption	Net Price	Subtotal
6 <sup>th</sup>	HP Laserjet CM1312	CB540A	K	2	₱ 3,565.00	₱ 7,130.00
		CB541A	C	1	₱ 3,255.00	₱ 3,255.00
		CB542A	M	1	₱ 3,255.00	₱ 3,255.00
		CB543A	Y	1	₱ 3,255.00	₱ 3,255.00
	HP Laserjet CM2320	CC530A	K	1	₱ 5,750.00	₱ 5,750.00
		CC531A	C	1	₱ 5,670.00	₱ 5,670.00
		CC532A	M	1	₱ 5,670.00	₱ 5,670.00
		CC533A	Y	1	₱ 5,670.00	₱ 5,670.00
	HP Laserjet P4515X	CC364A	K	3	₱ 7,775.00	₱ 23,325.00
	HP Laserjet M4555	CE390XC	K	2	₱ 14,470.00	₱ 28,940.00
	HP Laserjet 4250	CF280A	K	2	₱ 4,705.00	₱ 9,410.00
	HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
	HP Laserjet M575	CE400A	K	1	₱ 6,805.00	₱ 6,805.00
		CE401A	C	1	₱ 10,165.00	₱ 10,165.00
		CE402A	M	1	₱ 10,165.00	₱ 10,165.00
		CE403A	Y	1	₱ 10,165.00	₱ 10,165.00
	HP Laserjet M4555	CE390XC	K	2	₱ 14,470.00	₱ 28,940.00
7 <sup>th</sup>	HP Laserjet P4515X	CC364A	K	3	₱ 7,775.00	₱ 23,325.00
	HP Laserjet 4250	CF280A	K	2	₱ 4,705.00	₱ 9,410.00
	HP Laserjet 4250	CF280A	K	2	₱ 4,705.00	₱ 9,410.00
	HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
8 <sup>th</sup>	HP Laserjet P4515X	CC364A	K	3	₱ 7,775.00	₱ 23,325.00
	HP Laserjet P4515X	CC364A	K	3	₱ 7,775.00	₱ 23,325.00
	HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
9 <sup>th</sup>	Prod 1- HP Laserjet P4515X	CC364A	K	3	₱ 7,775.00	₱ 23,325.00
	Prod 2- HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
	Prod 3- HP Laserjet P4515X	CC364A	K	3	₱ 7,775.00	₱ 23,325.00

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<b>10th</b>	<b>HP Laserjet P4515X</b>	<b>CC364A</b>	<b>K</b>	<b>3</b>	<b>₱ 7,775.00</b>	<b>₱ 23,325.00</b>
	HP Laserjet M475	CE410A	K	2	₱ 4,035.00	₱ 8,070.00
		CE411A	C	1	₱ 5,770.00	₱ 5,770.00
		CE412A	M	2	₱ 5,770.00	₱ 11,540.00
		CE413A	Y	2	₱ 5,770.00	₱ 11,540.00
	HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
<b>11th</b>	HP Laserjet M475	CE410A	K	2	₱ 4,035.00	₱ 8,070.00
		CE411A	C	1	₱ 5,770.00	₱ 5,770.00
		CE412A	M	2	₱ 5,770.00	₱ 11,540.00
		CE413A	Y	2	₱ 5,770.00	₱ 11,540.00
	HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
	HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
	HP Laserjet M603	CE390A	K	4	₱ 7,880.00	₱ 31,520.00
<b>TOTAL CONSUMABLE COST</b>						<b>₱ 652,340.00</b>

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# Current Situation

## Paper Consumption

Based on the Actual Consumption (Makati Office)

<i>Floor</i>	<i>Location/ Printer Model</i>	<i>Description</i>	<i>No. of Reams</i>	<i>Subtotal</i>
<b>6<sup>th</sup></b>	Office Admins- Shared Services	White (Legal Size)	12	6,000
	HR	White (Letter Size)	40	20,000
	Corp. Accounting			
	Facilities	Pink	9	4,500
	GM	White (A4 Size)	33	16,500
	Finance			
<b>7<sup>th</sup></b>	Prod 1			
	GSO			
	IT	Blue	25	12,500
	Prod 2			
<b>8<sup>th</sup></b>	Prod 1			
	Prod 2	Yellow	11	5,500
	Prod 3			
<b>9<sup>th</sup></b>	Prod 1			
	Prod 2	Green	14.5	7,250
	Prod 3			
<b>10<sup>th</sup></b>	Prod 2			
	Manager's Printer	Pink	9	4,500
	Prod 1			
<b>11<sup>th</sup></b>	Manager's Printer			
	Prod 1			
	Prod 2	Green	14.5	7,250
	Prod 3			
<b>AVERAGE REAMS AND AVERAGE PAPER CONSUMPTION PER MONTH</b>			<b>168</b>	<b>84,000</b>

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# Current Situation

## Cost Per Page- Color

Based on the Actual Consumption (Makati Office)

<i>Floor</i>	<i>Location/ Printer Model</i>	<i>Coverage*</i>	<i>Ave. Price*</i>	<i>Ave. Yield*</i>
<b>6<sup>th</sup></b>	Office Admins- HP Laserjet CM1312	5%	₱ 9,765.00	1,400
	HR- HP Laserjet CM2320	20%	₱ 17,010.00	700
	GM- HP Laserjet M575	20%	₱ 30,495.00	1,500
<b>10<sup>th</sup></b>	Manager's Printer- HP Laserjet M475	90%	₱ 28,850.00	241
<b>11<sup>th</sup></b>	Manager's Printer- HP Laserjet M475	90%	₱ 28,850.00	241
<b>AVERAGE TOTAL COST OF CONSUMABLES &amp; AVERAGE YIELD OF COLOR</b>			<b>₱ 114,970.00</b>	<b>4,081</b>

Sample Computation:

		AM Consumption	Selling Price	Ave. Price	Yield @5%	Ave. Yield	Cost @5%
Office Admins- HP Laserjet CM1312	Black	2.00	₱ 3,565.00	₱ 7,130.00	2,200	4,400	₱ 1.62
	Cyan	1.00	₱ 3,255.00	₱ 3,255.00	1,400	1,400	₱ 2.33
	Magenta	1.00	₱ 3,255.00	₱ 3,255.00	1,400	1,400	₱ 2.33
	Yellow	1.00	₱ 3,255.00	₱ 3,255.00	1,400	1,400	₱ 2.33
	Total			₱ 16,895.00		1,400	₱ 6.98
						5,800	

SHARED SERVICES	No. of Reams	No. of Pages	AMV
White (Legal Size)	12	500	6,000

<b>Average Total Cost of Consumables</b>	<b>Php 114,970.00</b>
<b>Average Monthly Document Volume</b>	<b>4,081 paper output (A4)</b>
<b>Cost Per Page (Color)</b>	<b>Php 28.17</b>

*\*Please see Appendix 1*

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# Current Situation

## Cost Per Page- Mono

Based on the Actual Consumption (Makati Office)

<i>Floor</i>	<i>Location/ Printer Model</i>	<i>Coverage*</i>		<i>Ave. Price*</i>	<i>Ave. Yield*</i>
<b>6<sup>th</sup></b>	Office Admins- HP Laserjet CM1312	5%	₱	7,130.00	4,400
	HR- HP Laserjet CM2320	20%	₱	5,750.00	875
	HR- HP Laserjet P4515X	20%	₱	23,325.00	7,500
	HR- HP Laserjet M4555	20%	₱	28,940.00	12,000
	Corp. Accounting- HP Laserjet 4250	15%	₱	9,410.00	1,800
	Facilities- HP Laserjet M603	45%	₱	31,520.00	4,444
	GM- HP Laserjet M575	20%	₱	6,805.00	1,375
<b>7<sup>th</sup></b>	Finance- HP Laserjet M4555	20%	₱	28,940.00	12,000
	Prod 1- HP Laserjet P4515X	35%	₱	23,325.00	4,286
	GSO- HP Laserjet 4250	35%	₱	9,410.00	771
	IT- HP Laserjet 4250	35%	₱	9,410.00	771
<b>8<sup>th</sup></b>	Prod 2- HP Laserjet M603	35%	₱	31,520.00	5,714
	Prod 1- HP Laserjet P4515X	90%	₱	23,325.00	1,667
	Prod 2- HP Laserjet P4515X	90%	₱	23,325.00	1,667
<b>9<sup>th</sup></b>	Prod 3- HP Laserjet M603	90%	₱	31,520.00	2,222
	Prod 1- HP Laserjet P4515X	70%	₱	23,325.00	2,143
	Prod 2- HP Laserjet M603	70%	₱	31,520.00	2,857
<b>10<sup>th</sup></b>	Prod 3- HP Laserjet P4515X	70%	₱	23,325.00	2,143
	Prod 2- HP Laserjet P4515X	90%	₱	23,325.00	1,667
	Manager's Printer- HP Laserjet M475	90%	₱	8,070.00	244
<b>11<sup>th</sup></b>	Prod 1- HP Laserjet M603	90%	₱	31,520.00	2,222
	Manager's Printer- HP Laserjet M475	90%	₱	8,070.00	244
	Prod 1- HP Laserjet M603	90%	₱	31,520.00	2,222
	Prod 2- HP Laserjet M603	90%	₱	31,520.00	2,222
	Prod 3- HP Laserjet M603	90%	₱	31,520.00	2,222
<b>TOTAL COST OF CONSUMABLES &amp; AVERAGE YIELD OF COLOR</b>			<b>₱</b>	<b>537,370.00</b>	<b>79,680</b>

<b>Total Cost of Consumables</b>	<b>Php 537,370.00</b>
<b>Average Monthly Document Volume</b>	<b>79,680 paper output (A4)</b>
<b>Cost Per Page (Color)</b>	<b>Php 6.74</b>

*\*Please see Appendix 1*

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# Summary of Findings

## Current Situation

ADP (Philippines), Inc. currently:

- Have Twenty (20) HP black and white printer and Five (5) HP color printer with an average volume of 84,000.
- Consumables are purchased through Quartz Business Products Corp.
- ADP (Philippines), Inc. spend Php 652,340.00 monthly for consumables.
- As per ADP regional direction they want to replace their current machines with new vendor for a better service.
- Current machine deployed has no way to monitor all the users usages for the cost center

CUSTOMER'S ISSUES / NEEDS	DESIRED PROCESSES
1. Simple solution that can easily track the user/ department usages	1. Fuji Xerox will enabling the local auditron of the machine, and create a user ID for each user/department to monitor their usages
2. Needs to know what type of services uses by the users/dept and how much already they consumed	2. ADP personnel will be able to track each users/dept usages by manually printing the local auditron account from the machine.
3. Maintenance and servicing of current equipment is slow & may decrease productivity	3. FSMA + FX Customer Support + Proactive Monitoring thru EPBB
4. ADP regional direction is to replace all existing machine deployed with a new vendor	4. Fuji Xerox will provide a brand new machine to deployed for a better service
5. Reducing the current monthly cost of Php 652,340.00	5. Rationalization of Machines

# Comparative Analysis

## Assumed Projected Volume & Cost for Muntinlupa Office (based on the Volume History of Makati Office)

Floor	Location/ Printer Model	MONO			COLOR		
		Estimated Volume	Cost Per Page		Estimated Volume	Cost/Page	
GF 14th	Color	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
	Prod 1- Mono	2,500	₱ 6.74	₱ 16,850.00			₱ -
	Prod 2- Mono	2,500	₱ 6.74	₱ 16,850.00			₱ -
15th	Flex Office- Color	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
	Flex Office- Color	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
	Prod 1- Mono	2,500	₱ 6.74	₱ 16,850.00			₱ -
	Prod 2- Mono	2,500	₱ 6.74	₱ 16,850.00			₱ -
	Flex Office- Color	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
16th	Flex Office- Color	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
	Prod 1- Mono	2,500	₱ 6.74	₱ 16,850.00			₱ -
	Prod 2- Mono	2,500	₱ 6.74	₱ 16,850.00			₱ -
	Flex Office- Color	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
	Flex Office- Color	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
17th	Prod 1- Mono	2,500	₱ 6.74	₱ 16,850.00			₱ -
	Shared Services- Color	19,300	₱ 6.74	₱ 130,082.00	700	₱ 28.17	₱ 19,719.00
	Shared Services- Color	25,850	₱ 6.74	₱ 174,229.00	2,900	₱ 28.17	₱ 81,693.00
	Facilities- Color	4,500	₱ 6.74	₱ 30,330.00	500	₱ 28.17	₱ 14,085.00
	Securities	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
	Director's Office	250	₱ 6.74	₱ 1,685.00	250	₱ 28.17	₱ 7,042.50
	<u>*PRICES ARE VAT-INCLUSIVE</u>			₱ 467,756.00			Php 178,879.50

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# Comparative Analysis

## FUJI XEROX RECOMMENDATION

Based on Projected Volume & Cost for Muntinlupa Office (based on the Volume History of Makati Office)

Floor	Location/ Printer Model	MONO			COLOR		
		Estimated Volume	Cost Per Page		Estimated Volume	Cost/Page	
GF	Color	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
14th	Prod 1- Mono	2,500	₱ 0.56	₱ 1,400.00			₱ -
	Prod 2- Mono	2,500	₱ 0.56	₱ 1,400.00			₱ -
	Flex Office- Color	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
	Flex Office- Color	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
15th	Prod 1- Mono	2,500	₱ 0.56	₱ 1,400.00			₱ -
	Prod 2- Mono	2,500	₱ 0.56	₱ 1,400.00			₱ -
	Flex Office- Color	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
	Flex Office- Color	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
16th	Prod 1- Mono	2,500	₱ 0.56	₱ 1,400.00			₱ -
	Prod 2- Mono	2,500	₱ 0.56	₱ 1,400.00			₱ -
	Flex Office- Color	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
	Flex Office- Color	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
17th	Prod 1- Mono	2,500	₱ 0.56	₱ 1,400.00			₱ -
	Shared Services- Color	19,300	₱ 0.56	₱ 10,808.00	700	₱ 10.08	₱ 7,056.00
	Shared Services- Color	25,850	₱ 0.56	₱ 14,476.00	2,900	₱ 10.08	₱ 29,232.00
	Facilities- Color	4,500	₱ 0.56	₱ 2,520.00	500	₱ 10.08	₱ 5,040.00
	Securities	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
	Director's Office	250	₱ 0.56	₱ 140.00	250	₱ 10.08	₱ 2,520.00
<b>*PRICES ARE VAT-INCLUSIVE</b>				<b>₱ 38,864.00</b>	<b>Php 64,008.00</b>		

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# Comparative Analysis

## Current Situation

### Current Expense based on Makati Office consumption

	<i>Total Yield</i>	<i>Cost Per Page</i>	<i>Subtotal</i>
<b>COLOR</b>	6,350	₱ 28.14	₱ 178,689.50
<b>MONO</b>	69,400	₱ 6.74	₱ 467,756.00
<b>TOTAL</b>			₱ 646,445.50

### Fuji Xerox

	<i>Total Yield</i>	<i>Cost Per Page</i>	<i>Subtotal</i>
<b>COLOR</b>	6,350	₱ 10.08	₱ 38,864.00
<b>MONO</b>	69,400	₱ 0.56	₱ 64,008.00
<b>TOTAL</b>			₱ 102,872.00

### Summary Cost Comparison

	<i>HP</i>	<i>FUJI XEROX</i>	
<b>COLOR</b>	₱ 178,689.50	₱ 38,864.00	78%
<b>MONO</b>	₱ 467,756.00	₱ 64,008.00	86%
<b>Machine Rental</b>	-	₱ 218,775.00	
	₱ 646,445.50	₱ 321,647.00	50%

**Total Savings**

**Php 324,798.50**

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# Recommendation

## DocuCentre-IV 2060

### Standard Features:

- Print and copy speeds of up to 25 ppm
- 600 x 600 dpi
- Scans at 55 ppm in colour
- Scan to Email, Folder, Server/PC
- 7 inch colour user interface
- Sophisticated security tools

### Optional Accessories:

- Stapler Finisher
- Booklet Finisher
- Searchable PDF Kit
- Direct printing from USB
- Scan directly to USB

**AND MANY MORE...**



**PICTURED ABOVE: DocuCentre-IV 2060 with  
*OPTIONAL Wing Table and High Capacity***

### Engineered to make you more productive

- Cutting-edge scanning functionality opens the door to better ways of getting work done. Scan to Email quickly distributes documents to multiple email addresses. Store files on the device, or in a personal directory. You can also scan documents to network folders, FTP sites and fax servers right from the device.
- Scan to Mailbox feature allows you to scan to a folder on the printer's hard drive to reprint on demand or retrieve via a web browser. With scan to searchable PDF (Optional), create a fully text-searchable file and integrate it into a workflow process in one easy step.
- The DocuCentre-IV 3065 series possesses extensive fax capabilities with Network Server Fax enablement, Internet Fax enablement (to avoid long distance charges) and walk up Fax with LAN Fax. With fax forward to email feature, incoming faxes can be automatically routed to any valid email address, device folder or network folder to save paper and speed retrieval.

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# Recommendation

## DocuCentre-V C2275

### Standard Features:

- 25 ppm copy and print speeds, with full colour at a speedy 45ppm
- 1,200 x 2,400 dpi
- Fast scanning up to 80 ipm (duplex scanning: 140 ipm)
- Built-in Data Security Kit
- 2GB Memory
- 160GB HDD
- 8.5" WVGA UI on all configurations
- Four Trays (4 x 500-sheet trays – can handle up to 300 gsm)
- USB Memory Kit (USB Print and Scan-to-USB)

**AND MANY MORE...**



**PICTURED ABOVE: DocuCentre-V C5575**  
***With OPTIONAL Booklet Finisher-C1***

### Competitive Edge

- More standard features mean greater value. Built-in hard disk overwrite and encryption; a full set of scanning functions, plus more features come standard than on competitive products.
- Unparalleled ease of use with the re-engineered, colour touch screen interface that provides easy access to all major functions directly from the home screen.
- More energy-saving technologies make the DocuCentre-V C2275 series the environmentally responsible choice.
- Send and receive faxes directly from your desktop with LAN Fax and Fax Forward to Email/Network features, saving you time and paper.
- USB direct printing and scanning lets you save to or print from any USB memory device – no computer needed.
- Scan to searchable PDF format for universal compatibility and easy archiving, organising, searching, and sharing.
- Control costs and access to copy, print, fax and scan functions with Internal Auditron and Xerox Standard Accounting.
- Limit access to colour use and other features to specific users or groups via password or PIN.

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# Recommendation

## DocuCentre SC2020

### Standard Features:

- Print and copy speeds of up to 20 ppm
- 1200 x 600 dpi
- Scans at 20 ppm in colour
- Scan to Email, Folder, Server/PC
- Simple user interface
- High security

### Optional Accessories:

- Flexible tray options



**PICTURED ABOVE: DocuCentre SC2020  
with STANDARD 1 Tray configuration**

### Value-added Features

- One device gives you the right combination of office tools – print, copy, scan, and optional fax – at one great price.
- Remote management tools such as CentreWare IS embedded web server give you quick access to toner status, device setup, email and fax address book management, security settings, email alerts, and more.
- Small size means you can put the DocuCentre SC2020 wherever you need it.
- ID Card Copy feature is the best choice for offices that copy many small two-sided documents such as insurance cards and drivers licenses.
- Digital workflows let you route electronic and scanned-in paper documents to their correct locations on the network.



# Recommendation

## Machine Location and Models

No.	Floor	Department	Machine Model	Configuration
1	GF		DocuCentre SC2020	CPSF
2	14th	Operations 1	DocuCentre-IV 2060	CPS
3	14th	Operations 2	DocuCentre-IV 2060	CPS
4	14th	Flex 1	DocuCentre SC2020	CPSF
5	14th	Flex 2	DocuCentre SC2020	CPSF
6	15th	Operations 1	DocuCentre-IV 2060	CPS
7	15th	Operations 2	DocuCentre-IV 2060	CPS
8	15th	Flex 1	DocuCentre SC2020	CPSF
9	15th	Flex 2	DocuCentre SC2020	CPSF
10	16th	Operations 1	DocuCentre-IV 2060	CPS
11	16th	Operations 1	DocuCentre-IV 2060	CPS
12	16th	Flex 1	DocuCentre SC2020	CPSF
13	16th	Flex 2	DocuCentre SC2020	CPSF
14	17th	Operations 1	DocuCentre-IV 2060	CPS
15	17th	Shared Services 1	DocuCentre-V C2275	CPSF
16	17th	Shared Services 1	DocuCentre-V C2275	CPSF
17	17th	Facilities	DocuCentre SC2020	CPS
18	17th	Security Center	DocuCentre SC2020	CPS
19	17th	Director's Office	DocuCentre SC2020	CPSF

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# Pricing Proposal

## OPTION 1: LEASE RENTAL

Qty	Model	Description
Seven (7)	DCIV2060	4 Tray Black and White Multifunction Device
Ten (10)	DCSC2020	2 Tray Colour Multifunction Device
Two (2)	DCVC2275	4 Tray Colour Multifunction Device
Seven (7)	EC102680	DCSC2020 Fax Kit
Two (2)	EC102502	DC5C2275 Fax Kit
Copy, Print, Scan Consumables are under FSMA		
Standard Price		
24 MONTHS	Php	195,335.00*

\*PRICES ARE VAT-EXCLUSIVE

## OPTION 2: PER OUTPUT BASIS

Qty	Model	Description
Seven (7)	DCIV2060	4 Tray Black and White Multifunction Device
Ten (10)	DCSC2020	2 Tray Colour Multifunction Device
Two (2)	DCVC2275	4 Tray Colour Multifunction Device
Seven (7)	EC102680	DCSC2020 Fax Kit
Two (2)	EC102502	DC5C2275 Fax Kit
Copy, Print, Scan Inclusive of 50,000 impression of Black and White Output Succeeding output (50,001 and up) will be charge at Php 0.56 per page on a monthly basis		
Standard Price		
24 MONTHS	Php	250,220.00*

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## Full Service Maintenance Agreement (FSMA)

Pay only for what you print/copy each month and receive unlimited supply of consumables, spare parts replacements (due to normal wear and tear) and service labor at no additional cost.

### FSMA Rates (VAT-Inclusive)

B/W (Any size)	PHP 0.50 / page*
Letter / A4-size Color	PHP 9.00 / page*
Legal / A3-size Color	PHP 13.63 / page*

\*PRICES ARE VAT-EXCLUSIVE

## Benefits of Full Service Maintenance Agreement (FSMA):

- Eliminate the need to pay upfront for an entire consumable that may most likely take more than a month to be consumed.
- Eliminates the need to issue a purchase order every time you need consumables --- just call.
- Eliminates the need to issue a purchase order if a spare part is needed --- we place the order.
- FSMA billing per month is commensurate to the quantity of prints/copies made each month. If you make only a few prints/copies each month, FSMA billing is small. When your business volume grows and you make more prints/copies, then your FSMA billing grows. FSMA billing moves directly in line with the seasonality of your business (printing/copying volume).
- The old saying "it's more expensive to fix than to replace" will never apply to you because the cost of replacing any machine part (due to normal wear and tear) will be absorbed by Fuji Xerox Philippines.
- No need to worry about the cost of very expensive spare parts as we charge you purely on what you printed/copied and not on the cost of the spare part. Fuji Xerox Philippines absorbs the cost of any part that needs to be replaced (due to normal wear and tear).
- The same holds true for service labor cost. Regardless of how much manpower resources we put in to fix your machine (due to normal wear and tear), we will not charge you a single peso over and above what you printed/copied.
- You can expect maximum machine uptime and quicker machine problem resolution because it serves both our purpose that your employees can use the machine when they need to use it.

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## Electronic Partnership - Broadband (EP-BB):

Avail of our latest proactive remote after-sales support service that allows your Fuji Xerox machine to send out pertinent and real-time machine information to our Fuji Xerox Call Center for better management and support of your FX machine.

The EP-BB service includes the following functionalities:

- 1) Proactive sending of consumable alerts
- 2) Proactive sending of machine fault alerts
- 3) Automatic meter capturing
- 4) Access to a portal for containing numerous machine information such as various usage, paper and power consumption, service history and much more

## Benefits of Electronic Partnership - Broadband (EP-BB)

EP-BB allows your staff to focus on their main responsibilities because of the following benefits:

FEATURE	BENEFITS
<b>Automatic Meter-Reading</b>	Eliminates the need for the customer to check the equipment's meter-reading
	Eliminates potential human errors in writing the meter-readings
	Eliminates additional documentation in recording the meter-readings
<b>Pro-active Consumable Monitoring</b>	Eliminates the need for the customer to monitor consumable levels of their equipment
	Eliminates the need for the customer to maintain and manage their inventory of consumables for each and every FX equipment
	Eliminates the need for the customer to call and place orders for consumable replenishment
	Eliminates the need for the customer to answer several questions asked by our FX Call Center when placing a consumable order
	Reduces, if not eliminates, unscheduled downtime due to running out of available toners
<b>Pro-active Fault Monitoring</b>	Eliminates the need for the customer to monitor the machine error/fault status of their equipment
	Eliminates the need for the customer to call and report most of the equipment errors/faults
	Eliminates the need for the customer to answer several questions asked by the FX Call Center in order to determine how to best resolve the problem
	Reduces unscheduled downtime as FX Engineer will be able to quickly attend to your equipment
<b>Green Report</b>	Access to information on printing & copying usage
	Access to information on paper usage
	Access to information on electricity usage
	Access to information on the equipment's service history
	Access to information on the impact of the equipment's use on the environment

Currently, **EP-BB is a free service.**

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## What's Next

Below is the recommended implementation plan subject to ADP (Philippines), Inc. approval:

Action	Participants	Proposed Schedule
Initial Meeting	FXP - Customer	May 15, 2015
Data Received	Customer	May 19, 2015
Proposal Submission	FXP	May 25, 2015
Proposal Discussion	FXP- Customer	June 3, 2015
Revision	FXP	June 5, 2015
Proposal Review- Local	Customer	June
Proposal Review- Region	Customer	July
Deliver solution to client		
Install machine		
Activate EP-BB		
Test installation		
Conduct user training		
Go-live		

## Proposal Validity

This proposal is valid only until August 01, 2015 and is subject to change after this date.

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# APPENDIX

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## COST ANALYSIS FOR COST PER PAGE

[Cost Per Page = Average Price / Average Yield]

6th Floor

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @15%	@15%	Yield @20%	@20%
Office Admins- HP Laserjet CM1312	Black	2.00	₱ 3,565.00	₱ 7,130.00	A4	2,200	4,400	₱ 1.62	1,467	₱ 4.86	1,100	₱ 6.48
	Cyan	1.00	₱ 3,255.00	₱ 3,255.00		1,400	1,400	₱ 2.33	467	₱ 6.98	350	₱ 9.30
	Magenta	1.00	₱ 3,255.00	₱ 3,255.00		1,400	1,400	₱ 2.33	467	₱ 6.98	350	₱ 9.30
	Yellow	1.00	₱ 3,255.00	₱ 3,255.00		1,400	1,400	₱ 2.33	467	₱ 6.98	350	₱ 9.30
	Total			₱ 16,895.00			1,400	₱ 6.98	467	₱ 20.93	350	₱ 27.90
								5,800	1,933			1,450

SHARED SERVICES	No. of Reams	No. of Pages	AMV
White (Legal Size)	12	500	6,000

	AM Consumption	Unit Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @15%	@15%	Yield @20%	@20%
HR- HP Laserjet CM2320	Black	₱ 5,750.00	₱ 5,750.00	A4	3,500	3,500	₱ 1.64	1,167	₱ 4.93	875	₱ 6.57
	Cyan	₱ 5,670.00	₱ 5,670.00		2,800	2,800	₱ 2.03	933	₱ 6.08	700	₱ 8.10
	Magenta	₱ 5,670.00	₱ 5,670.00		2,800	2,800	₱ 2.03	933	₱ 6.08	700	₱ 8.10
	Yellow	₱ 5,670.00	₱ 5,670.00		2,800	2,800	₱ 2.03	933	₱ 6.08	700	₱ 8.10
	TOTAL COLOR		₱ 22,760.00			2,800	₱ 6.08	933	₱ 18.23	700	₱ 24.30

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		AM Consumption	Unit Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @15%	@15%	Yield @20%	@20%
HR- HP Laserjet P4515X												
	Black	3.00	₱ 7,775.00	₱ 23,325.00	A4	10,000	30,000	₱ 0.78	10,000	₱ 2.33	7,500	₱ 3.11

	AM Consumption	Unit Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @15%	@15%	Yield @20%	@20%	
HR- HP Laserjet M4555	Black	2.00	₱ 14,470.00	₱ 28,940.00	A4	24,000	48,000	₱ 0.60	16,000	₱ 1.81	12,000	₱ 2.41
					75,025.00	84,300	28,100	21,075				

HR	No. of Reams	No. of Pages	AMV
White (Letter Size)	40	500	20,000

		AM Consumption	Unit Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @15%	@15%	Yield @20%	@20%
Corp. Accounting- HP Laserjet 4250	Black	2.00	₱ 4,705.00	₱ 9,410.00	A4	2,700	5,400	₱ 1.74	1,800	₱ 5.23	1,350	₱ 6.97

		AM Consumption	Unit Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @40%	@40%	Yield @45%	@45%	
Facilities- HP Laserjet M603		Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	5,000	₱ 6.30	4,444	₱ 7.09

FACILITIES	No. of Reams	No. of Pages	AMV
PINK	9	500	4,500

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		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @15%	@15%	Yield @20%	@20%
GM- HP Laserjet M575	Black	1.00	₱ 6,805.00	₱ 6,805.00	A4	5,500	5,500	₱ 1.24	1,833	₱ 3.71	1,375	₱ 4.95
	Cyan	1.00	₱ 10,165.00	₱ 10,165.00		6,000	6,000	₱ 1.69	2,000	₱ 5.08	1,500	₱ 6.78
	Magenta	1.00	₱ 10,165.00	₱ 10,165.00		6,000	6,000	₱ 1.69	2,000	₱ 5.08	1,500	₱ 6.78
	Yellow	1.00	₱ 10,165.00	₱ 10,165.00		6,000	6,000	₱ 1.69	2,000	₱ 5.08	1,500	₱ 6.78
	Total			₱ 37,300.00			6,000	₱ 5.08	2,000	₱ 15.25	1,500	₱ 20.33

	AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @15%	@15%	Yield @20%	@20%		
Finance- HP Laserjet M4555	Black	2.00	₱ 14,470.00	₱ 28,940.00	A4	24,000	48,000	₱ 0.60	16,000	₱ 1.81	12,000	₱ 2.41	
										66,240.00	59,500	19,833	14,875

GM, FINANCE	No. of Reams	No. of Pages	AMV
White (A4 Size)	33	500	16,500

## 7th Floor

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @25%	@25%	Yield @35%	@35%
Prod 1- HP Laserjet P4515X	Black	3.00	₱ 7,775.00	₱ 23,325.00	A4	10,000	30,000	₱ 0.78	6,000	₱ 3.89	4,286	₱ 5.44

		AM Consumption	Selling Price		Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @25%	@15%	Yield @35%	@35%
GSO- HP Laserjet 4250	Black	2.00	₱ 4,705.00	₱ 9,410.00	A4	2,700	5,400	₱ 1.74	1,080	₱ 8.71	771	₱ 12.20

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		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @25%	@15%	Yield @35%	@35%
IT- HP Laserjet 4250	Black	2.00	₱ 4,705.00	₱ 9,410.00	A4	2,700	5,400	₱ 1.74	1,080	₱ 8.71	771	₱ 12.20

	AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @25%	@15%	Yield @35%	@35%	
Prod 2- HP Laserjet M603	Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	8,000	₱ 3.94	5,714	₱ 5.52
					73,665.00	80,800	16,160	11,543				

7TH FLOOR	No. of Reams	No. of Pages	AMV
BLUE	25	500	12,500

## 8th Floor

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Prod 1- HP Laserjet P4515X	Black	3.00	₱ 7,775.00	₱ 23,325.00	A4	10,000	30,000	₱ 0.78	3,000	₱ 2.33	1,667	₱ 14.00

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Prod 2- HP Laserjet P4515X	Black	3.00	₱ 7,775.00	₱ 23,325.00	A4	10,000	30,000	₱ 0.78	3,000	₱ 2.33	1,667	₱ 14.00

	AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%	
Prod 3- HP Laserjet M603	Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	4,000	₱ 2.36	2,222	₱ 14.18
					78,170.00	100,000	10,000	5,556				

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8TH FLOOR	No. of Reams	No. of Pages	AMV
YELLOW	11	500	5,500

#### 9th Floor

Prod 1- HP Laserjet P4515X		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @70%	@70%			
	Black	3.00	₱ 7,775.00	₱ 23,325.00	A4	10,000	30,000	₱ 0.78	3,000	₱ 2.33	2,143	₱ 10.89			
Prod 2- HP Laserjet M603		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @70%	@70%			
	Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	4,000	₱ 2.36	2,857	₱ 11.03			
Prod 3- HP Laserjet P4515X		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @70%	@70%			
	Black	3.00	₱ 7,775.00	₱ 23,325.00	A4	10,000	30,000	₱ 0.78	3,000	₱ 2.33	2,143	₱ 10.89			
											78,170.00	100,000	10,000	7,143	

9TH FLOOR	No. of Reams	No. of Pages	AMV
GREEN	14.5	500	7,250

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10th Floor

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Prod 2- HP Laserjet P4515X	Black	3.00	₱ 7,775.00	₱ 23,325.00	A4	10,000	30,000	₱ 0.78	3,000	₱ 2.33	1,667	₱ 14.00

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Manager's Printer- HP Laserjet M475	Black	2.00	₱ 4,035.00	₱ 8,070.00	A4	2,200	4,400	₱ 1.83	440	₱ 5.50	244	₱ 33.01
	Cyan	1.00	₱ 5,770.00	₱ 5,770.00		2,600	2,600	₱ 2.22	260	₱ 6.66	144	₱ 39.95
	Magenta	2.00	₱ 5,770.00	₱ 11,540.00		2,600	5,200	₱ 2.22	520	₱ 6.66	289	₱ 39.95
	Yellow	2.00	₱ 5,770.00	₱ 11,540.00		2,600	5,200	₱ 2.22	520	₱ 6.66	289	₱ 39.95
	Total						4,333	₱ 6.66	433	₱ 19.97	241	₱ 119.84

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Prod 1- HP Laserjet M603	Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	4,000	₱ 2.36	2,222	₱ 14.18

78,733

7,873

4,374

10TH FLOOR	No. of Reams	No. of Pages	AMV
PINK	9	500	4,500

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11th Floor

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Manager's Printer- HP Laserjet M475	Black	2.00	₱ 4,035.00	₱ 8,070.00	A4	2,200	4,400	₱ 1.83	440	₱ 5.50	244	₱ 33.01
	Cyan	1.00	₱ 5,770.00	₱ 5,770.00		2,600	2,600	₱ 2.22	260	₱ 6.66	144	₱ 39.95
	Magenta	2.00	₱ 5,770.00	₱ 11,540.00		2,600	5,200	₱ 2.22	520	₱ 6.66	289	₱ 39.95
	Yellow	2.00	₱ 5,770.00	₱ 11,540.00		2,600	5,200	₱ 2.22	520	₱ 6.66	289	₱ 39.95
	Total						4,333	₱ 6.66	433	₱ 19.97	241	₱ 119.84

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Prod 1- HP Laserjet M603	Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	4,000	₱ 2.36	2,222	₱ 14.18

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Prod 2- HP Laserjet M603												
	Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	4,000	₱ 2.36	2,222	₱ 14.18

		AM Consumption	Selling Price	Ave. Price	Paper Size	Yield @5%	Ave. Yield	Cost @5%	Yield @50%	@15%	Yield @90%	@90%
Prod 3- HP Laserjet M603	Black	4.00	₱ 7,880.00	₱ 31,520.00	A4	10,000	40,000	₱ 0.79	4,000	₱ 2.36	2,222	₱ 14.18

128,733

12,873

7,152

11TH FLOOR	No. of Reams	No. of Pages	AMV
GREEN	14.5	500	7,250

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# Comparative Analysis

## Current Situation

	Ave. Toner Cost	Total Yield	Cost Per Page
COLOR	₱ 114,970.00	4,081	₱ 28.17
MONO	₱ 537,370.00	79,680	₱ 6.74
TOTAL	₱ 652,340.00		

## Fuji Xerox

	Total Yield	Cost Per Page	Subtotal
COLOR	4,081	₱ 10.08	₱ 41,141.33
MONO	79,680	₱ 0.56	₱ 44,620.89
TOTAL			₱ 85,762.22

## Comparison

	HP	FUJI XEROX	
COLOR	₱ 114,970.00	₱ 41,141.33	64%
MONO	₱ 537,370.00	₱ 44,620.89	92%
	₱ 652,340.00	₱ 85,762.22	87%

Monthly Difference when under FSMA	₱ 566,577.78
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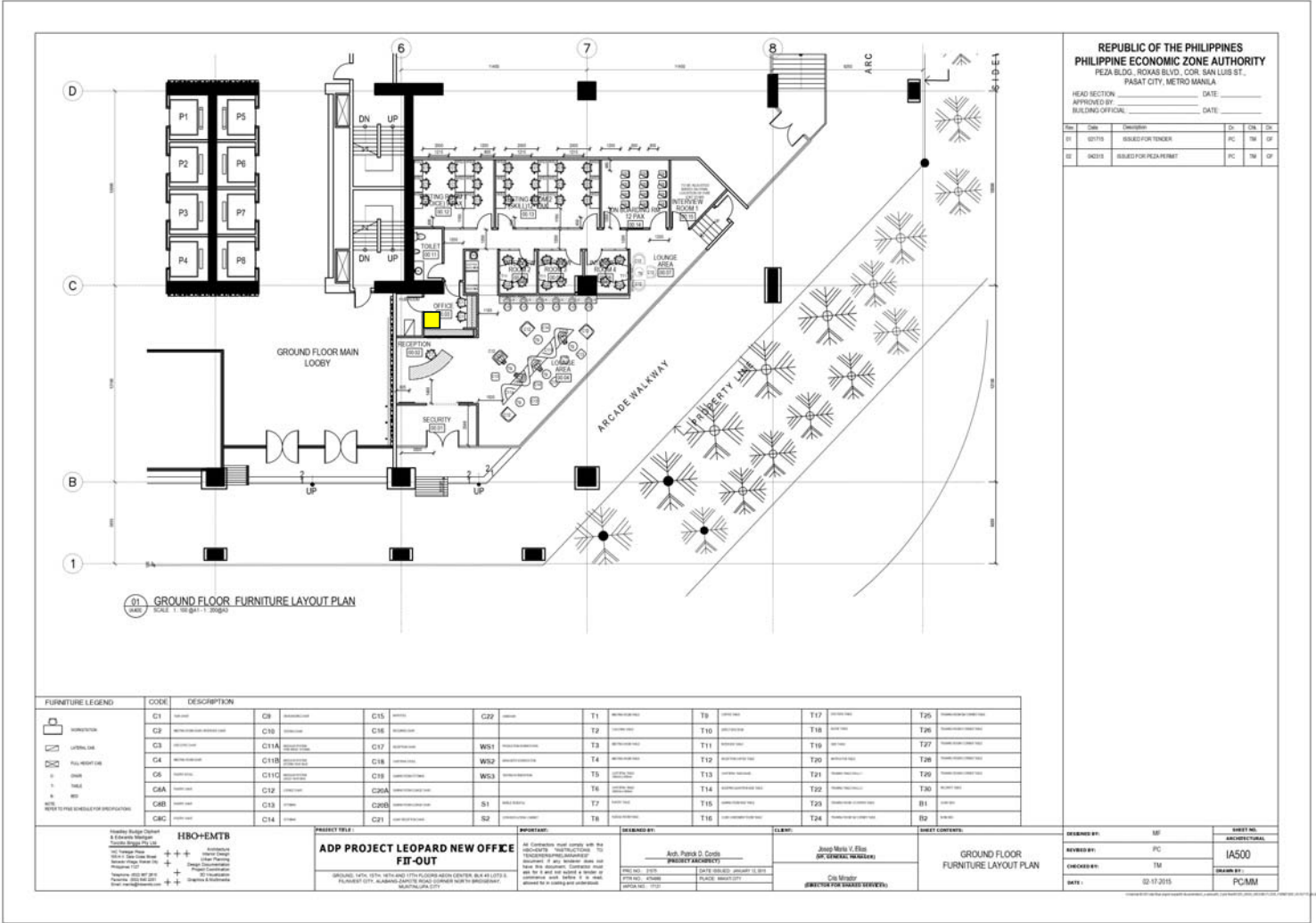
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Printer Model	Quantity	Toner #	Location	Average Monthly Consumption per unit
Hp Laserjet CM1312 (colored)	1	CB540A	6F Office Admins	2
		CB541A		1
		CB542A		1
		CB543A		1
HP Laserjet CM2320 (colored)	1	CC530A	6F HR	1
		CC531A		1
		CC532A		1
		CC533A		1
HP Laserjet P4515X	7	CC364A	6F HR	3
			7F PROD 1	
			8F PROD 1	
			8F PROD 2	
			9F PROD 1	
			9F PROD 3	
HP Laserjet M4754 (colored)	2	CE410A	10F & 11F MANAGER'S PRINTER	2
				1
				2
				2
HP Laserjet 4250	3	CF280A	7F GSO	2
			7F IT	
			6F CORP ACCOUNTING	
HP Laserjet M603	8	CE390A	6F FACILITIES	4
			7F PROD 2	
			8F PROD 3	
			9F PROD 2	
			10F PROD 1	
			11F PROD 1	
			11F PROD 2	
HP Laserjet M575 (colored)	1	CE400A	6F GM	1
		CE401A		1
		CE402A		1
		CE403A		1
Hp Laserjet M4555	2	CE390XC	6F HR	2
			6F FINANCE	

Copy Paper Color	User/Assignees	Average Monthly Consumption per ream
BLUE	7F	25
GREEN	9F & 11F	29
PINK	FACILITIES & 10F	18
YELLOW	8F	11
WHITE (LETTER SIZE)	HR	40
WHITE (A4 SIZE)	FINANCE, GM, EA'S	33
WHITE (LEGAL SIZE)	SHARED SERVICES	12

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