

# PURCHASE ORDER

## OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

Agency / Procuring Entity

Supplier : <u>LJMRZ Catering</u>	P.O. No. : <u>2021-16-0000</u>
Address : <u>Bayubay, San Vicente, Ilocos Sur</u>	Date : <u>October 16, 2021</u>
Contact No. : <u>9789 1260 18</u>	Mode of Procurement : <u>NP 63.2- Emergency Cases</u>
TIN : <u>944-898-836-000</u>	

To Whom It May Concern:

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

Delivery Schedule : <u>October 16 to November 16, 2021</u>	Payment Term : _____	Send Bill Arrangement : _____
Delivery Location : <u>Within Ilocos Sur</u>		

Stock/Property No.	UNIT	ITEM/DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
	lot	Provision of Catering Services for the Patients and Workers of Regional Supported COVID-19 Isolation Facilities in the Province of Ilocos Sur from October 16 to November 16, 2021 Specific Requirements: Delivery Time: Breakfast - 6AM, AM Snack-9AM, Lunch-12NN, PM snack-3PM & Dinner - 6PM A. Delivery Site: Ilocos Sur Provincial Hospital - Gabriela Silang (OPD), Vigan City, Ilocos Sur No. of Pac: 80 Meals: Breakfast, AM Snack, Lunch, PM Snack, & Dinner B. Delivery Site: Ilocos Sur District Hospital - Magsingal, Magsingal, Ilocos Sur No. of Pac: 40 Meals: Breakfast, AM Snack, Lunch, PM Snack, & Dinner C. Delivery Site: Ilocos Sur District Hospital - Narvacan, Narvacan, Ilocos Sur No. of Pac: 40 Meals: Breakfast, AM Snack, Lunch, PM Snack, & Dinner  Meal arrangement: All meals shall be packed. Menu: a. Breakfast- Two (2) viands with choices of pork, chicken, beef, cold cuts, seafood & vegetable; with dessert; one beverage (coffee or chocolate drink) b. AM Snack- Choice of pasta, noodles or pastry with one beverage c. Lunch- Two (2) viands with choices of pork, chicken, beef, seafood & vegetable; with dessert; one beverage (juice) d. PM Snack - Choice of pasta, noodles or pastry with one beverage e. Dinner - Two (2) viands with choices of pork, chicken, beef, seafood & vegetable; with dessert; one beverage (juice)  Other Requirements: a. Use clean, biodegradable, environment friendly and/ or re-usable containers for packed meals and snack b. Flexible with dietary requirements c. Availability of service crew for meals distribution and sanitation of dining area. d. Service crew should have good values and use helmet, gloves and facemask provided by the supplier while performing his/her duties e. Provide menu every week to the end-user  Payment Terms: Must accept Send Bill policy ----- nothing follows -----  Total Cost	1	3,119,840.00	3,119,840.00
<b>Total</b>					<b>P 3,119,840.00</b>

(Total Amount in Words): Three Million One Hundred Nineteen Thousand Eight Hundred Forty Pesos Only

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one (1) percent for every day of delay shall be imposed.

Conforme: Jenaline A. Adaya Very truly yours, EUGENE G. CARRERA  
 Signature over printed name of Supplier Signature over Printed Name of Authorized Official  
 Date: \_\_\_\_\_ Designation: Regional Director

Funds Cluster: QRF Funds Available: <u>Php 3,120,000.00</u>  <u>AIREEN M. MORALES</u> Signature over printed name of Chief Accountant/ Head of Accounting Division/Unit	ORS/BURS No. : _____ Date of the ORS/BURS: _____ Amount : _____
-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN SIXTY (60) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDER shall be responsible for the source(s) of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the AWARDER to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDER and for re-awarding the item(s) to the ALTERNATE AWARDER.
3. AWARDER shall pick up purchase order(s) issued in his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDER. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDER at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDERS shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDER has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDER has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDER. The Procurement Service shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDER. Refusal by the DEFAULTING AWARDER to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the issuance of other purchase or award order under DO 0184 and the IO 0 A
5. All deliveries by suppliers shall be subject to inspection and acceptance by the OFFICE OF CIVIL DEFENSE. All necessary laboratory tests undertaken by the OFFICE OF CIVIL DEFENSE on the item(s) shall be for the account of the supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
7. Supplier shall guarantee his deliveries to be free from patent and latent defects. Any defective item(s) / product(s), therefore that may be discovered by the OFFICE OF CIVIL DEFENSE within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the OFFICE OF CIVIL DEFENSE.
11. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.