



OFFICE OF CIVIL DEFENSE

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Quality Form

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0

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Purchase Order

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Supplier	Kaifashion Philippines Inc.	P.O. No.	CMS-PO-0121-005
Address	17B Maya Arcade Bldg., 678 EDSA, Cubao, Quezon City	Date	13 January 2021
E-mail Address	kaifashionphilippines@yahoo.com	Mode of Procurement	Section 53.9 (Small Value Procurement)
		TIN	

Gentlemen:  
Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	Within Thirty (30) days upon receipt of Purchase Order / Notice to Proceed (NTP)
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		<b>Procurement of Tokens and Mementos</b>			
		<b>Technical Specifications:</b>			
	pieces	<b>1. Baseball Cap with OCD Logo - 1,000 pieces</b> - Size: Standard adult size / One size fits most - Material: Cotton - Superior form fitting cotton twill cap - Seamless front panel (5-panel hat) - Color: Off-white - OCD logo must be embroidered - OCD logo size must be 3 inches x 3 inches - OCD logo placed in the middle of the cap	1000	138.00	138,000.00
	pieces	<b>2. ID Lace / Lanyard - 600 pieces</b> - Length: at least 18 inches - Width: at least 1 inch - Layout: to be provided by the OCD Public Affairs Office - Front side: Colored - Back side: Plain Black - Lanyard must be made of Polyester Twill - must have side release buckle	600	38.00	22,800.00
	pieces	<b>3. Washable Facemask with OCD Logo - 1,000 pieces</b> - Size: Standard adult / One size fits most - Material: Microfiber or Neoprene - Layout: OCD Logo must be printed - OCD logo size must be 3 inches x 3 inches - OCD logo placed on the left cheek of the mask	1000	68.00	68,000.00
		<b>Terms and Conditions:</b> - <b>Delivery Address:</b> OCD, Camp General Emilio Aguinaldo, Quezon City - <b>Delivery Period:</b> Within Thirty (30) days upon receipt of Purchase Order / Notice to Proceed (NTP) - <b>Mode of Payment:</b> Must accept Send Bill Policy - <b>Prices inclusive of taxes, delivery cost and other charges / fees</b> *** nothing follows ***			
				<b>TOTAL COST</b>	<b>₱228,800.00</b>

(Total Amount in Words): TWO HUNDRED TWENTY EIGHT THOUSAND EIGHT HUNDRED 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 everyday of delay shall be imposed.

Conforme: Hedda Hane M. Sanchez  
Signature over printed name of Supplier  
Jan. 25, 2021  
Date

Very truly yours,  
USEC RICARDO B JALAD  
Administrator

Funds Available: LALAIN NECESARIO BARROGA  
Chief, Accounting Section

OBR No. : 02-101101-2020-12-0552  
Amount : 228,800.00