



OFFICE OF CIVIL DEFENSE
Quality Form

Purchase Order

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Supplier	Quartz Business Products Corporation	P.O. No.	CMS-PO-0521-123
Address	15th Floor Capital House, 9th Ave., cor. 34th St., Bonifacio Global City, Taguig City	Date	11 MAY 2021
E-mail Address	jervin.franco@quartz.com.ph	Mode of Procurement	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:	Fifteen (15) days upon receipt of Purchase Order (PO)
		Payment Term:	Send Bill Policy

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1		Supply and Delivery of Consumable for use of OCD - NDRRC for the 2nd Quarter of FY 2021			
		Technical Specifications			
	carts	HP410, Black (CF410A)	46	P 4,388.00	P201,848.00
	carts	HP410, Cyan (CF411A)	36	P 5,667.00	P204,012.00
	carts	HP410, Yellow (CF412A)	36	P 5,667.00	P204,012.00
	carts	HP410, Magenta (CF413A)	41	P 5,667.00	P232,347.00
		Terms and Conditions:			
		Delivery period: Fifteen (15) days upon receipt of Purchase Order (P.O)			
		Payment Terms: Send bill Policy			
		Warranty: Three (3) months after acceptance by the procuring entity of the delivered goods			
		The period for correction of defects in the warranty period is seven (7) days from the detection of the damage/defects			
		Special Terms:			
		Must be original			
		Not remanufactured or refill			
		Supplier must be an authorized distributor			
		Acceptance procedures:			
		Random sampling of 10% of total quantity			
		must comply with specifications and quantity (visual inspection)			
		NOTHING FOLLOWS			
			TOTAL COST		P842,219.00

(Total Amount in Words): **EIGHT HUNDRED FORTY TWO THOUSAND TWO HUNDRED NINETEEN 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: Jervin F. Puso
Account Manager
Signature over printed name of Supplier
11 MAY 2021
Date

Very truly yours,
USEC RICARDO B JALAD
Administrator



Funds Available: LALAIN NECESARIO BARROGA
Chief, Accounting Section

OBR No.: 02701101-2021-05-011
Amount: 842,219.00