

# PURCHASE ORDER

OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

Agency / Procuring Entity

Supplier	: <b>AK Enterprises</b>	P.O. No.	: <b>2020-12-095</b>
Address	: <b>Brgy. Biday, City of San Fernando, La Union</b>	Date	: <b>December 23, 2020</b>
Contact No.	: <b>(072) 888-0233 / 0977 815 8322</b>	Mode of Procurement	: <b>NP 53.2 - Emergency Cases</b>
TIN	: <b>355-265-552-000</b>		

To Whom It May Concern:

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

Place of Delivery	: <b>OCD R1 Building, Government Center II, Aguila Road, Sevilla, San Fernando City, La Union</b>	Delivery Term	: <b>7 calendar days upon receipt of Purchase Order</b>
Date of Delivery	:	Payment Term	: <b>Send Bill Arrangement</b>

Stock/ Property No.	UNIT	ITEM/DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
	lot	<p><b>Supply and Delivery of ICT Equipment for the COVID-19 Facilities in Region 1</b></p> <p><b>A. Specific Requirements:</b></p> <p><b>1. Tablet</b> <b>Technical Specifications:</b></p> <p>a. Quantity: Nine (9) units                      b. Quality: Branded and brand new                      c. Operating System: Android                      d. Processor                          i. At least quad core                          ii. Speed: at least 1.8 GHz                      e. Screen Size: at least 8.0"                      f. Memory (RAM): at least 2GB                      g. Memory (ROM): at least 32GB                      h. Includes free Keyboard                      i. Minimum Warranty:                          i. At least one (1) year from final date of acceptance for parts and services                          ii. At least seven (7) days outright replacement for the defective items</p> <p><b>2. 3-in-1/Multi-function Inkjet Printer</b> <b>Technical Specifications:</b></p> <p>a. Quantity: Eighteen (18) units                      b. Quality: Branded and brand new                      c. Printing output: Color                      d. Functions: Print, Scan, Copy                      e. Refill type - Refillable ink tank                      f. Max. print resolution (mono): 5760 x 1440 dpi                      g. Input tray type: Standard, rear feed                      h. Max. scan resolution: 600 dpi                      i. Scan type: flatbed                      j. Max. multicopy: 20 pages                      k. Minimum Warranty:                          i. At least one (1) year from final date of acceptance for parts and services                          ii. At least seven (7) days outright replacement for the defective items</p> <p><b>B. Delivery Schedule:</b> 7 calendar days upon receipt of Purchase Order</p> <p><b>C. Delivery Site:</b> OCD R1 Building, Government Center II, Aguila Road, Sevilla, San Fernando City, La Union</p> <p><b>D. Other Requirements:</b> Supplier must be within Region 1 or nearby areas or has an office/branch in Region 1 as precautionary measure against Coronavirus Disease 2019 (COVID-19) during the post-qualification, inspection and acceptance procedure</p> <p><b>E. Terms of Payment:</b> Must accept Send Bill Policy</p> <p style="text-align: center;">-x-</p> <p><b>Total Cost</b></p>	<b>1</b>	<b>315,450.00</b>	<b>315,450.00</b>
		<b>Total Cost</b>		<b>P</b>	<b>315,450.00</b>

(Total Amount in Words): **Three Hundred Fifteen Thousand Four Hundred Fifty 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: **Ariel R. Prodigalidad**  
Owner/Manager

Signature over printed name of Supplier

\_\_\_\_\_

Date

Very truly yours, **EUGENE G. CABRERA**

Signature over Printed Name of Authorized Official

**Regional Director**  
Designation


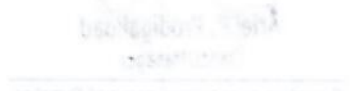
Funds Cluster: **RF - Bayanihan 2**  
Funds Available: **Php 315,450.00**

**AIREEN M. OCLAN**  
Signature over printed name of Chief Accountant/ Head of Accounting Division/Unit

ORS/BURS No. : \_\_\_\_\_  
Date of the ORS/BURS: \_\_\_\_\_  
Amount : \_\_\_\_\_

- 2 AWAREDEE 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 AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
- 3 AWARDDEE 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 AWARDDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messenger service to the AWARDDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
- 4 Subject to the provisions of the preceding paragraph, where AWARDDEE 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 AWARDDEE 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 AWARDDEE. 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under RA 9184 and its IRR-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.

Total Cost			
(Total Amount in Words: Three Hundred Fifteen Thousand Four Hundred Fifty Five Only)			

 <b>EUGENIO G. CABRERA</b> Procurement Director	 _____ Date: _____
ORSIBURB No. _____ Date of the ORSIBURB: _____ Amount: _____	<b>ARSIBURB</b> Procurement Service Purok 1 - Bayan, Marikina City Phone No. (038) 318-4500