PURCHASE ORDER

OFFICE OF CIVIL DEFENSE REGIONAL OFFICE 1

Agency / Procuring Entity

Supplier	: APP CONSTRUCTION AND SUPPLIES	P.O. No.	: 2020-12-099
Address	: Brgy. Urbiztondo, San Juan, La Union	Date	: December 30, 2020
Contact No.	: 0927 277 0026	Mode of Procurement	: NP 53.9 - Small Value Procurement
TIN	: 444-449-914-000 vat		

To Whom It May Concern:

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

Place of Delivery	: OCD RO1 Bldg., Gov't Center II, Aguila Road, Sevilla, City of San Fernando, La Union	Delivery Term	: 60 calendar days upon receipt of Purchase Order
Date of Delivery	:	Payment Term	: Send Bill Arrangement

Stock/ Property No.	UNIT	ITEM/DESCRIPTION	QUANTITY	UNIT COST	AMOUNT
	lot	**Supply, Delivery and Installation of Office Partitions re: COVID-19 Proof Work Station** ***Technical Specifications*** **Specific Requirements:** 1. Desk Protective Shield for Employees' Desk a. Quantity: thirty (30) sets b. Quality: Free Standing Transparent Acrylic Shield; has arm on both sides c. Dimensions: i. Height: 76 cm ii. Length: 96 cm iii. Width: 60 cm iv. Thickness: 2mm 2. Desk Protective Shield for Conference Table a. Quantity: seventeen (17) sets b. Quality: Free Standing Transparent Acrylic Shield; has arm on both sides c. Dimensions: i. Height: 60 cm ii. Length: 66 cm iii. Width: 60 cm iv. Thickness: 2mm d. Please see attached design **Other Requirements:** 1. Minimum Warranty: At least 1 year from final date of acceptance 2. At least 7 days outright replacement for the defective items **Delivery Schedule:** 60 calendar days upon receipt of Purchase Order **Delivery Site:** OCD R1 Building, Government Center II, Aguila Road, Sevilla, San Fernando City, La Union **Payment Terms:** Must accept **Send Bill Policy** -x-x-x-x-x-x-x-x-x-x-x-x-x-x- *nothing follows* -x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-x-	1	445,600.00	445,600.00
		Total Cost			P 445,600.00

(Total Amount in Words): **Four Hundred Forty Five Thousand Six 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 every day of delay shall be imposed.

Conforme:

AARON PAULE PERALTA

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: **GASS 2020**

Funds Available: **Php 500,000.00**

AIREEN L. PUCLAN

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 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 AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.

3 AWARDEE 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 AWARDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent by messengerial service to the AWARDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULING AWARDEES shall be precluded from proposing or submitting a substitute sample.

4 Subject to the provisions of the preceding paragraph, where AWARDEE 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 AWARDEE 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 AWARDEE. 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 AWARDEE. Refusal by the DEFAULTING AWARDEE 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 paten 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 affect.

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.