



Republic of the Philippines
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA
 TeleFax No. 7354979

PURCHASE ORDER NO. 2017-064					
Supplier: BOC'S TRADING CO., INC.			Date: March 6, 2017		
Address: Martinez Building, Dasmarinas, Binondo, Manila			Mode of Procurement: Small Value Procurement		
TIN:					
Gentlemen: Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof:					
Place of Delivery: DBM Bldg III			Delivery Term: Within 10 calendar days from receipt of NTP		
Date of Delivery: Within 10 calendar days upon receipt of PO			Payment Term: Upon completion of delivery and acceptance		
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	reams	Paper, Multicopy • Size: A4 • Basis Weight: 80 gsm • Intended application: For laser printer, standard office copier, etc • Packaging: 500 sheets per ream	300	147.45	44,235.00
	reams	Paper, Multipurpose • Size: A4 • Basis Weight: 70 gsm • Intended application: For laser printer, standard office copier, etc. • Packaging: 500 sheets per ream	300	125.85	37,755.00
(Total Amount In Words) Eighty One Thousand Nine Hundred Ninety Pesos					81,990.00
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) for every day of delay shall be imposed.					
Conforme:			Very truly yours,		
 EMELY GALZOTE Signature over Printed Name of Supplier 3/8/17 Date			 ATTY. ANDREA CELENE MAGTALAS Director IV, Administrative Service Authorized Official (Representing End User)		
Funds Availability Certified by: ESPERANZA Q. IGNACIO Chief Accountant			OS No : <u>02101101247-03-315</u> Amount : <u>78,784.64</u> Date : <u>23/07/17</u>		
Distribution of Copies:					73,205.30
/ / Original copy for the Supplier's Conforme					8,784.64
/ / Agency's Central Supply and Property Section for file					
/ / COA Auditor					

TERMS AND CONDITIONS (PURCHASE ORDER)

- 1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDEE shall be responsible for the source(s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order (PO).
3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.
Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery.
5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s) /item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.
7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice.
8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

Accepted By:

EMERY GALZOTE AWARDEE

REPUBLIC OF THE PHILIPPINES) CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this ... day of ... 2016, personally appeared ... known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a ... consisting of ... pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this ... day of ..., 2016

Doc No ... Page No ... Book No ... Series of 2016



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

March 6, 2017

MS. EMELY GALZOTE
BOC'S TRADING CO., INC.
266 San Vicente St.
Binondo, Manila

Dear Ms. Galzote:

We are pleased to inform you that the project *"Supply and Delivery of A4 size Multicopy and Multi-purpose Paper"* is hereby awarded to your company in the amount of Eighty One Thousand Nine Hundred Ninety Pesos (Php81,990.00)

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the said project.

Thank you very much.

Very truly yours,


ATTY. ANDREA CELESTE M. MAGTALAR,
Director IV, Administrative Service



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

March 6, 2017

MS. EMELY GALZOTE
BOC'S TRADING CO., INC.
266 San Vicente St.
Binondo, Manila

Dear Ms. Galzote:

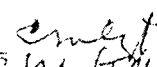
Per attached Purchase Order No. 2017-064, we hereby notify you that your Office may proceed with the delivery of the project "Supply and Delivery of A4 size Multicopy and Multi-purpose Paper", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,


ATTY. ANDREA CELESTE M. MAGTALAS
Director IV, Administrative Service


EMELY GALZOTE
Conforme / Date 3/8/17