



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

BIDS AND AWARDS COMMITTEE

NOTICE OF AWARD

MS. ROSANIE SATSATIN

Strategic Account Manager
i4 Asia Inc.
Unit 2014, 20th Floor
Strata 100, F. Ortigas Road
Ortigas Center, Pasig City

Dear **Ms. Satsatin:**

We are pleased to inform you that the Project, "Subscription of Freshdesk Ticketing Tool," is hereby awarded to your company in the amount of Nine Hundred Ninety-Eight Thousand Six Hundred Eighty-Two Pesos and 78/100 (P998,682.78).

In this regard, you are hereby required to post a warranty security in the amount and form stated in Section 62 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 upon acceptance by the Procuring Entity of the delivered goods.

Thank you and God Bless.

Very truly yours,

WENDEL E. AVISADO
Secretary



I acknowledge receipt and acceptance of this Notice on: June 30, 2020

Name of Consultant and/or Representative: ROSANIE SATSATIN

Authorized Signature: 



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

BIDS AND AWARDS COMMITTEE

NOTICE TO PROCEED

MS. ROSANIE SATSATIN

Strategic Account Manager
i4 Asia Inc.
Unit 2014, 20th Floor
Strata 100, F. Ortigas Road
Ortigas Center, Pasig City

Dear **Ms. Satsatin:**

This is to inform your company that performance of the obligations specified in the attached Purchase Order for the Project, "Subscription of Freshdesk Ticketing Tool," shall commence upon receipt of this Notice to Proceed.

Thank you and God Bless.

Very truly yours,


WENDEL E. AVISADO
Secretary



I acknowledge receipt and acceptance of this Notice on: June 30, 2020

Name of Consultant and/or Representative: ROSANIE SATSATIN

Authorized Signature: 



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

Trunkline: 657-3300

PURCHASE ORDER NO. 2020-032

Supplier: i4 Asia Incorporated	Mode of Procurement: Direct Contracting
Address: Unit 214, 20th Flr, Strata 100 F. Ortigas Road Ortigas Center, Pasig City	
TIN: 223-316-997-000	

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 Date of Delivery: Within fifteen (15) calendar days from receipt of Notice to Proceed (NTP)	Delivery Term: Twelve (12) months Payment Term: One-time Payment (Please see Item X of Annex A: Detailed Technical Specifications)
---	---

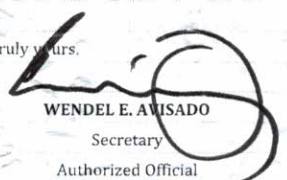
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Subscription of Freshdesk Ticketing Tool for 12 months	1	₱ 998,682.78	₱ 998,682.78

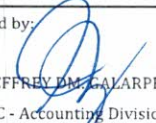
(Total Amount In Words)
Nine Hundred Ninety Eight Thousand Six Hundred Eighty Two and 78/100 Pesos **₱ 998,682.78**

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:

ROSANIE SATSATIN
Signature over Printed Name of Supplier
June 30, 2020
Date

Very truly yours,

WENDEL E. AVISADO
Secretary
Authorized Official
(Representing End User)

Funds Availability Certified by:  JEFFREY D. GALARPE OIC - Accounting Division	OS No : <u>02/011012020-06-774</u> Amount : <u>₱ 998,682.78</u> Date : <u>06/30/2020</u>
--	--

Distribution of Copies:
// Original copy for the Supplier's Conforme
// Agency's Central Supply and Property Section for file
// COA Auditor

REPUBLIC OF THE PHILIPPINES
CITY OF MANILA

IN WITNESS WHEREOF, I have hereunto set my hand and seal at the City of Manila, Philippines, this _____ day of _____, 2020.

2. The AWARDDEE shall be responsible for the procurement of the required products and shall make the same conform with the quality and specifications of the award and purchase order. It shall ensure that the AWARDDEE will, at all times, well and true, comply with the award and purchase order and that the AWARDDEE will not be in violation of the New Laws of Engineering, Professional Regulation Act, the DBM, RA 6969 and Award Committee's award, and its Secretary, Evaluation and Management of Bids and other bid representations.

The considerable costs by the Supplier in the Property, Such as Customs, Shipping, Brokerage, Insurance, Administrative, Such as located at General Inland DBM (Bldg. 10) - 1st Floor, San Miguel Manila (in relation to the amount of 10% on the date of delivery as indicated in PO).

Moreover, the delivery schedule stipulated 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 paragraphs, where AWARDDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the said order, he shall be granted a maximum period of (Five (5) calendar days) to make good to deliver. Thereafter, if AWARDDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the unfulfilled balance withdrawn from him. AWARDDEE, without prejudice to the imposition of liquidated damages. The DBM 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 R.A. 6969 and its IRR.

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. The inspection will pass through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon 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. Beyond the said time frame, defective units will be picked up by the supplier for assessment.

8. A penalty of one-tenth of one percent (0.01%) of the cost of the unperformed portion for every day of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract.

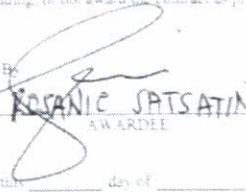
The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity, before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

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 AWARDDEE shall form part of this Purchase Order.

11. The Head of the Agency reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract as prescribed under Section 41 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003.

Accepted By


ROSANIE SATSATIN
AWARDEE

REPUBLIC OF THE PHILIPPINES
CITY OF MANILA

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this _____ day of _____, 2020,
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 _____, 2020.

Doc. No. _____
Page No. _____
Book No. _____
Series of 2020 _____