



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

**NOTICE OF AWARD**

JUN 11 '4 2021

**MR. RAGIEBOY JOSHUA EDRADA**

Product Consultant – Freshworks  
i4 Asia Incorporated  
Unit 2014, 20th Floor, Strata 100  
F. Ortigas Jr. Rd. (Formerly Emerald Ave.)  
Ortigas Center, Pasig City

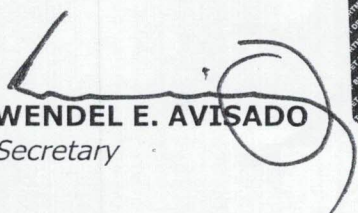
Dear **Mr. Edrada:**

We are pleased to inform you that the contract for the Project, "Renewal of the Subscription of Freshdesk Ticketing Tool," is hereby awarded to i4 Asia Incorporated in the amount of P2,443,422.24.

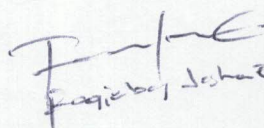
In this regard, you are hereby required to post a warranty security in the amount and form stated in Section 62 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (The Government Procurement Reform Act) upon acceptance by the Procuring Entity of the delivered goods.

Thank you and God Bless.

Very truly yours,

  
**WENDEL E. AVISADO**  
Secretary



  
Ragieboy, Joshua



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

**PURCHASE ORDER NO. 2021-038**

Supplier:	<b>i4 Asia Incorporated</b>	Mode of Procurement: Direct Contracting
Address:	Unit 2014, 20th Floor, Strata 100 F. Ortigas Jr. Rd., Ortigas Center, Pasig City	
TIN:	223-316-997-000	

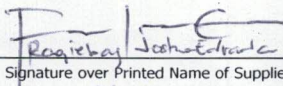
Gentlemen:  
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation/Proposal, subject to the Terms and Conditions enumerated at the back hereof:

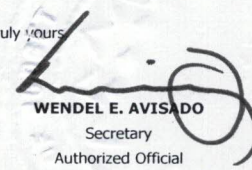
Place of Delivery: DBM Central Office	Payment Term: Payment shall be made promptly, but in no case later than sixty (60) days, through Land Bank's LDDAP-ADA/Bank Transfer facility after submission of billing statement/invoice and upon fulfillment of other obligations as stipulated in the PO/contract as well as upon inspection and acceptance of the goods by the end user.
Delivery Term: July 1, 2021 - June 30, 2023	

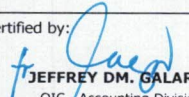
Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Renewal of the Subscription of Freshdesk Ticketing Tool for 2 years  <i>Please see attached Annex A for Technical Specifications</i>	1	P2,443,422.24	<b>P2,443,422.24</b>
<i>* nothing follows *</i>					

(Total Amount In Words)  
**Two Million Four Hundred Forty-Three Thousand Four Hundred Twenty-Two Pesos and 24/100** **P2,443,422.24**

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:   
 Signature over Printed Name of Supplier  
 06-23-2021  
 Date

Very truly yours,  
  
**WENDEL E. AVISADO**  
 Secretary  
 Authorized Official  
 (Representing End User)

Funds Availability Certified by:  <b>JEFFREY D.M. GALARPE</b> OIC - Accounting Division	OS No : Amount : Date :
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02-101101-2021-06-002594  
 P2,443,422.24  
 06/08/2021

**Distribution of Copies:**  
 // Original copy for the Supplier's Conformance  
 // Agency's Central Supply and Property Section for file  
 // AS-PMD 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). 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 Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.
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. 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, 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 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 R.A. 9184 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 push 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 (0.001) 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 AWARDEE 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 in accordance with Section 41 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act.
12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.

Accepted By:

  
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 \_\_\_\_\_, 2021, 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 \_\_\_\_\_, 2021.

Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2021.



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

**NOTICE TO PROCEED**

JUN 14 2021

**MR. RAGIEBOY JOSHUA EDRADA**

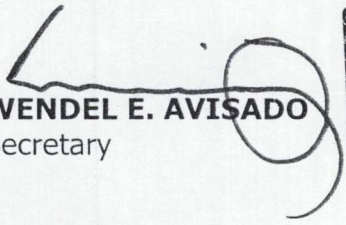
Product Consultant – Freshworks  
i4 Asia Incorporated  
Unit 2014, 20th Floor, Strata 100  
F. Ortigas Jr. Rd. (Formerly Emerald Ave.)  
Ortigas Center, Pasig City

Dear **Mr. Edrada:**

This is to inform your company that performance of the obligations specified in the attached Purchase Order for the Project, "Renewal of the Subscription of Freshdesk Ticketing Tool," shall commence upon receipt of this Notice to Proceed in accordance with Section 37.4 of the 2016 Revised Implementing Rules and Regulations of Republic Act No. 9184 (The Government Procurement Reform Act).

Thank you and God Bless.

Very truly yours,

  
**WENDEL E. AVISADO**  
Secretary



I acknowledge receipt and acceptance of this Notice on 06-23-2021.

Name of Authorized Representative: Ragieboy Joshua Edrada

Signature: 