

## PURCHASE ORDER

### DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE VII

Agency

Supplier <b>LBC EXPRESS INC</b>	P.O. No. <b>2022-01-002</b>
Address <u>General Aviation Center, Domestic Road, Pasay City</u>	Date <u>January 28, 2022</u>
TIN _____	Mode of Procurement <b>NP-SVP</b>

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

Place of Delivery: <u>DBM RO VII</u>	Delivery Term: _____
Date of Delivery: <u>One (1) Year (Thrice a week pick-up and delivery)</u>	Payment Term: _____

Item No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	<b>Messengerial/Courier Services for FY 2022</b>	1	172,643.52	172,643.52
		<b>1.) Type of Packages:</b>			
		Short/long white mailing envelope (min. 1,560 mails)			
		Short/Long brown envelope ( min. 125 mails)			
		Expandable Long Brown Envelope / Books (min. of 15 mails)			
		<b>2.) Delivery Commitment:</b>			
		a. Manila (DBM Central Office, Manila)			
		- next business day			
		b. Cebu			
		Clients from Cebu City to Carcar City (South), Toledo City (West Coast), Danao City (North), Mandaue City, Lapu-Lapu City and Cordova			
		- next business day			
		c. Bohol			
		Clients within Tagbilaran City			
		- next business day			
		d. Cebu, Bohol (not mentioned above), Negros Oriental and Siquijor			
		- within 2-3 working days			
		e. All other clients outside of the City and Town Proper			
		- within 4-5 working days			
		<b>3.) Service provider shall submit its monthly billing for the actual number of mails delivered supported with the list of such documents.</b>			
		<b>4.) Must pick-up mails at DBM ROVII at least thrice a week ( Monday, Wednesday, Friday).</b>			
		<b>5.) Shall timely provide list of tracking numbers for every mails delivered.</b>			

(Total Amount in Words) P 172,643.52  
**One Hundred Seventy Two Thousand Six Hundred Forty Three Pesos and 52/100 Only**

In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent from every day of delay shall be imposed.

Very truly yours,

 Digitally signed  
by Bernaldes  
Lenin Sotto


**LENIN S. BERNALES**

(Authorized Official)

Conforme:

\_\_\_\_\_  
(Signature over printed name)

\_\_\_\_\_  
(Date)

Funds Available:	
 Digitally signed by Janina I. Mamalo <b>JANINA I. MAMALO</b>	ALOBS No.: _____
Designated Accountant III	Amount P <u>172,643.52</u>