

PURCHASE ORDER

DEPARTMENT OF BUDGET AND MANAGEMENT REGIONAL OFFICE VII

Agency

Supplier	LBC EXPRESS INC	P.O. No.	2023-01-003
Address	General Aviation Center, Domestic Road, Pasay City	Date	January 30, 2023
TIN		Mode of Procurement	SVP

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

Place of Delivery:	DBM RO VII	Delivery Term:	
Date of Delivery:	One (1) Year (Everyday pick-up and delivery at 4pm)	Payment Term:	

Item No.	Unit	Description	Quantity	Unit Cost	Amount
	lot	Messengerial/Courier Services for FY 2023	1	129,796.00	129,796.00
		1.) Type of Packages:			
		Short/long white mailing envelope (min. 700 mails)			
		Short/Long brown envelope (min. 170 mails)			
		Expandable Long Brown Envelope / Books (min. of 90 mails)			
		Boxes (min. 40 mails)			
		2.) Delivery Commitment:			
		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			
		3.) Service provider shall submit its monthly billing for the actual number of mails delivered supported with the list of such documents.			
		4.) Must pick-up mails at DBM ROVII (Monday to Friday at 4pm)			
		5.) Shall timely provide list of tracking numbers for every mails delivered.			

(Total Amount in Words) **P 129,796.00**

One Hundred Twenty-Nine Thousand Seven Hundred Ninety-Six 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 percent from every day of delay shall be imposed.

Very truly yours,

LENIN S. BERNALES
(Authorized Official)

Conforme:

(Signature over printed name)

(Date)

Funds Available:

LISETTE ALODIA T. AURES
Acting Accountant III

ALOBS No.: _____
Amount P 129,796.00