



REPUBLIC OF THE PHILIPPINES  
 DEPARTMENT OF BUDGET AND MANAGEMENT  
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA  
 Trunkline: 657-3300 | TeleFax No. 7354979

**PURCHASE ORDER NO. 2019-146**

Supplier: Philcopy Corporation	Mode of Procurement: Direct Contracting
Address: 793 J.P. Rizal Avenue, Poblacion, Makati City	
TIN: -	

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


Place of Delivery: DBM Building III	Delivery Term: Within Five (5) calendar days upon receipt of the Notice to Proceed (NTP)
Date of Delivery: Within Five (5) calendar days upon receipt of the Notice to Proceed (NTP)	Payment Term: Upon completion of delivery and acceptance

Stock No.	Unit	Item and Description /Specification	Quantity	Unit Cost	AMOUNT
	lot	Supply and Delivery of Kyocera Consumables for the 4th Quarter of 2019	1	P 105,600.00	P 105,600.00

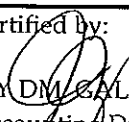
(Total Amount In Words)  
 One Hundred Five Thousand Six Hundred Pesos P 105,600.00

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.

Very truly yours,

Conforme:   
 Signature over Printed Name of Supplier  
 Date: NOV 21 2019

  
 THEA MARIE CORINNE F. PALARCA  
 Director IV, Administrative Service MAD

Funds Availability Certified by:  
  
 JEFFREY D. SALARPE  
 OIC - Accounting Division

OS No : 02100012019-11-2506  
 Amount : P 105,600.00  
 Date : 11/19/19

- Distribution of Copies:
- / / Original copy for the Supplier's Conforme
  - / / 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). 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 everyday 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.

Accepted By:  **NOV 21 2019**  
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 \_\_\_\_\_, 2019, 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 \_\_\_\_\_, 2019  
Doc No \_\_\_\_\_;  
Page No \_\_\_\_\_;  
Book No \_\_\_\_\_;  
Series of 2019.



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

**BIDS AND AWARDS COMMITTEE**

**NOTICE TO PROCEED**

**MR. JOSELITO B. GASCON**

Major Account Officer  
Philcopy Corporation  
793 J.P. Rizal Avenue  
Poblacion, Makati City

Dear **Mr. Gascon:**

This is to inform your company that performance of the obligations specified in the attached Purchase Order for the Project, "Supply and Delivery of Kyocera Consumables for the 4<sup>th</sup> Quarter of 2019," shall commence upon receipt of this Notice to Proceed.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service MBD

I acknowledge receipt and acceptance of this Notice on: NOV 21 2019

Name of Consultant and/or Representative: GJ ANIMO

Authorized Signature: 



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

**BIDS AND AWARDS COMMITTEE**

**NOTICE OF AWARD**

**MR. JOSELITO B. GASCON**

Major Account Officer  
Philcopy Corporation  
793 J.P. Rizal Avenue  
Poblacion, Makati City

Dear **Mr. Gascon**:

We are pleased to inform you that the Project, "Supply and Delivery of Kyocera Consumables for the 4<sup>th</sup> Quarter of 2019," is hereby awarded to your company in the amount of One Hundred Five Thousand Six Hundred Pesos (P105,600.00).

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 supplies.

Very truly yours,

  
**THEA MARIE CORINNE F. PALARCA**  
Director IV, Administrative Service MAD

NOV 21 2019

I acknowledge receipt and acceptance of this Notice on: \_\_\_\_\_

Name of Consultant and/or Representative:                     CJ CAMINO                    

Authorized Signature:                     