

### Republic of the Philippines

### DEPARTMENT OF BUDGET AND MANAGEMENT

GENERAL SOLANO STREET, SAN MIGUEL, MANILA

TeleFax No. 7354979

	- dis	PURCHASE OR	DER NO, 2	017-064		
Supplier:		BOC'S TRADING CO., INC.	Date:	March 6, 2017		
			Mode of Pro	curement:	Small Value Procuren	nent
Address:	······································	Martinez Building, Dasmarinas,				
		Binondo, Manila				
IIN:						
Gentle	emen:					*- <b>t</b>
		Please deliver the article(s) product(s)/suppli	es/materials is	tec below pr	iced in accordance w	iith your
		subject to the Terms and Conditions enumera				l E samo
Place of Delivery: DBM Bldg III			Delivery Term: Within 10 calendar days from receipt of NTP Payment Term: Upon completion of delivery and acceptance			
Date of D	elivery: V	Vithin 10 calandar days upon receipt of PO	Payment 16	ти, орол сан	detail of centery and	seceptante
Stock						
No.	Unit	Item and Description /Specificati	nai	Quantity	Unit Cost	AMOUNT
	reams	Paper, Multicopy		300	147.45	44,235.00
		Size: A4		1 1		
		* Basis Weight: 80 gsm		1		
1		<ul> <li>Intended application: For laser printer, standard office copier, etc</li> </ul>				
		<ul> <li>Packaging: 500 sheets per ream</li> </ul>				
	reams	Paper, Multipurpose		300	125.85	37,755.00
	1,00	• Size: A4			ļ	
		Basis Weight: 70 gsm		1		
		• Intended application: For laser printer, star	ndard office			
		copier, etc.				
		<ul> <li>Packaging: 500 sheets per ream</li> </ul>		<u> </u>		
		n Words)				81,990.00
Elghty O	ne Thou	sand Nine Hundred Ninety Pesos	-bassasanta		tariot of	02,550.00
in case	of failure	e to make the full delivery within the time specified	above, a penair	y or one-tenth	(1/10) (1	
one perc	ent (1%)	for every day of delay shall be imposed.		,	Very traly yours.	
						4~
	Conform	coult			ATTY. ANDREA CEL	ENE WMAGTALAS
	COMO!	EMELY GALZOT	)7		Director IV, Adm	inistrutiv <del>e</del> Şervice
		Signature over Printed Name of Supplier	<del></del>		Authoriz	ed Official
		3/8/17	·		(Represent)	ng End User)
		(A) pase				
Funds Av	ailability	Centified	OS No :	02/0/10	12417-13-315	
	*	( ) extry bo lager	Amount .	73	1,991	
	ES	PERANZA(C) IGNACIÓ	Date :		10////	
	<u> </u>	Chief Accountant				73,205.30
Distribution of Copies:  / / Origins: copy for the Supplier's Conforme						
		8,784.64				
	ency's Cen A Auditor	tral Supply and Property Section for file				

## 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 delivenes in accordance with schedule, quality and specifications of the award and purchase order (PO). Faiture 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 Scientary 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 callyd 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 changed 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 presembed 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 duty notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.
- Rejected deliveries shall be construed as non-delivery of product(s) //tem(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 det veries 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 reached 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 that 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 Parchase Order.

	Accepted By:	- conet				
		Enery Grave	OTE			
REPUBLIC OF THE PHILIPPINES)	AWARDED					
CITY OF MANILA ) SS.			`,			
BEFORE ME. a Notary Public for and i		known to me to be the same person	who accepted the			
foregoing Terms and Conditions of a Purchase Order and who and of the entity that he represents,	o acknowledged to	o me that the same is his free and volu	ntary act and deed			
This Instrument refers to a		consisting of	ges including this			
page and its Armeyes, signed by the parties and their material	witnesses.					
WITNESS MY HAND AND SEAL this	day of	, 2016				
Doc No						
Page No						
Book No;						
Series of 2016						



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

#### **NOTICE OF AWARD**

March 6, 2017

MS. EMELY GALZOTE BOC'S TRADING CO., INC. 266 San Vicente St. Binondo, Manila

Dear Ms. Galzote:

We are pleased to inform you that the project "Supply and Delivery of Ad size Multicopy and Multipurpose Paper" is hereby awarded to your company in the amount of Eighty One Thousand Nine Hundred Ninety Pesos (Php81,990.00)

Based on evaluation of your submitted documents, the Administrative Service finds your submission as the lowest calculated and responsive quotation for the sald project.

Thank you very much.

Very truly yours,

ATTY. ANDREA CELEVE M. MAGTALAS, Director IV, Administrative Service



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

#### NOTICE TO PROCEED

March 6, 2017

MS. EMELY GALZOTE BOC'S TRADING CO., INC. 266 San Vicente St. Binondo, Manila

Dear Ms. Galzote:

Per attached Purchase Order No. 2017-064, we hereby notify you that your Office may proceed with the delivery of the project "Supply and Delivery of A4 size Multicopy and Multi-purpose Paper", upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Procurement Management Division to ensure compliance with the item/service specification, and the terms stated at the back of the Purchase Order.

Thank you very much.

Very truly yours,

ATTY. ANDREA CELEDE M. MAGTALAS OF CONTROL OF THE SERVICE

EMELY GALZOTE Conforme/Date 3/8/17