

## REPUBLIC OF THE PHILIPPINES DEPARTMENT OF EDUCATION DepEd Complex, Meralco Avenue, Pasig City



## **PURCHASE ORDER**

Supplier :	: COPYLANDIA OFFICE SYSTEMS CORP	DRATION			P.O. No.	2019-12-AdmS2(033AMP012)-BV-DC- 108to109-POG 1/M-
Address	718 Sgt. Burnatay St., Mandaluyong City				Date	January 17, 2020
Email Address : Telephone Nos. :	i velante@copylandia.com.ph (T) (8) 535-8535 (F) (8) 747-6222				Mode of Procurement :	Direct Contracting
TIN :					End-User :	Administrative Service-Asset
-						Management Division
Gentlemen:	Please furnish this	Office the foll	owing articles subjec	t to the terms and condi	tions contained her	ein:
Place of Delivery :	Deped Central Office				elivery Term :	Within thirty (30) calendar days after receipt of Purchase Order
Date of Delivery :	livery : Within thirty (30) calendar days after receipt of Purchase Order		P	ayment Term :	(see Terms and Conditions)	
Project Title:	Supply and Delivery of Consumables for DESCRIPTION			usive Distributors UNIT COST	TO	TAL DID DDICE (IN DUD)
COPYLANDIA		UNIT	QTY.		10	TAL BID PRICE (IN PHP)
Toner TN516 - Tor DR314 - Drum for		cartridge	414	23,000.00		PHP 266,500.00
DV619 - Developer		drums developer	8 7	27,000.00	1	PHP 184,000.00 PHP 216,000.00
						===,===
	4					
				TOTAL Isand Five Hundred Peso		PhP666,500.00
						NG E
						Assistant Secretary Curement and Administration Authorized Official
	Signature Over Printed No. 24, 2020 Date	M Velant lame of Suppli	o <b>t</b> er		ATTY	Assistant Secretary
Conforme: Funds Available:	Jan. 24, 2020 Date  7666,500 Mb 74/www CHOLITA F. FRONG	Velant Jame of Suppli	n <b>C</b> er		Pro OS No. :	Assistant Secretary currement and Administration
	Jan. 24, 2020 Date	Velant Jame of Suppli	r <b>C</b> er		Pro	Assistant Secretary

## TERMS AND CONDITIONS

- 1. Supplier shall be responsible for the source(s) of its supplies/materials/equipment; and shall make deliveries in accordance with schedule, quality and specifications of the award or purchase order (PO). Failure by the Supplier to comply with the same shall be ground for cancellation of the award or purchase order issued to the Supplier and for awarding the item(s) to the next lowest responsive bidder at Procuring Entity's option.
- 2. Supplier shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the supplier. Thereafter, if the purchase order remains unclaimed, the said purchase order shall be sent by courier service to the Supplier at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all defaulting Suppliers shall be precluded from delivering substitute items.
- 3. Subject to the provisions of the preceding paragraph, where Supplier has accepted a purchase order but fails to deliver the required goods within the time called for in the purchase order, Supplier shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to Supplier, shall be one tenth of one percent (0.1%) of the cost of the undelivered goods in the PO for every day of delay. Once the cumulative amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions open to the Procuring Entity under RA 9184 and its IRR, and other laws.
- 4. All deliveries of the Supplier shall be subject to inspection and acceptance by the Procuring Entity. All necessary tests undertaken or caused to be undertaken by the Procuring Entity on the goods shall be for the account of the supplier.
- 5. Rejected deliveries shall be construed as non-delivery of goods so ordered and shall be subject to liquidated damages and rescindment of the PO prescribed in paragraph 3 hereof.
- 6. Supplier shall guarantee its deliveries to be free from defects. Any defective item or goods that may be discovered by the Procuring Entity within the warranty period after acceptance of the same shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect free of cost to the Procuring Entity. Supplier hereby commits a 3-month warranty on the goods in this PO.
- 7. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
- 8. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the Procuring Entity.
- 9. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.
- 10. One hundred percent (100%) of the Contract Price shall be paid to the supplier in accordance with the Government disbursement procedure after acceptance of the complete Goods at Project Site and submission of the claim for payment and supporting documents, e.g.:

i. Original and 4 copies of the Suppliers Invoice showing the Goods description, quantity, unit price and total price

- ii. Original and 4 copies of Delivery Receipts
- iii. Original Statement of Accounts

iv. Approved Purchase Order

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Conforme:	Irenc	0.	velante		
Signature over	printed name of	f Supp	lier		

Jan. 24, 2020

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