

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



PURCHASE ORDER

Supplier : Address :	VJ Graphic Arts, Inc. ("VJ 111 Panay Avenue, Quezon City, I		brevity)		_ P.O. No. : Date :	2020c-DRRMS(003)-AC- NPSVP009a-P001
Email Address : Telephone Nos. : TIN :	vigraphicsqc@gmail.com 83726167/83720886				Mode of Procurement:	Negotiated Procurement - Small Value Procurement
					End-User :	Disaster Risk Reduction and Management Service (DRRMS)
Gentlemen:	Please furnish this Office t	he following	articles subj	ect to the Terms and	d Conditions contai	ined herein.
Place of Delivery :	Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City				_ Delivery Period :	Within 30 days upon receipt of PO/NTP
Delivery Period :	Within 30 days upon receipt of	f PO/NTP	TO 1 TO A THURS AND A SECOND AND A SECOND AS A SECOND		Payment Term :	100% of the Contract Price shall be paid to the VJ Graphic upon delivery, final inspection and acceptance of the Goods by DepEd.
Project Title:	PRINTING AND DELIVERY	OF IEC PUB	LICATION FO	R PEACE MONTH		
DE	SCRIPTION	UNIT (pc)	QUANTITY	UNIT COST	то	TAL BID Price
Peace Month Po	oster 1	рс	500	27.50		PHP 13,750.00
Peace Month Po	oster 2	рс	500	27.50		PHP 13,750.00

TOTAL						PhP27,500.00
	(Total Amount in Wor	ds) Twent	y-Seven Th	ousand Five Hun	dred Pesos and	00/100
(n case of failure to goods for every day		e time specifie				o) of the cost of the undelivered
					Very truly yours	
	Sim 1				Underse	IN DEL B/PASCUA Cretary for Administration Authorized Official
Conforme:	Penciyal DAN				15aV 17219-0	# 2587 \$ 27,500- MMU-018ADER-2800
	Signature Over Printed Name VJ Graphic		Representative	***************************************	ALLOTM	ENT AVAILABLE
Funds Available:	\$27,500 - Alto	Jun / 6/ 5	/		Supervising OS No. OIC,	Administrative Officer Budget Division
FMA.	RHUNNA L. CATAL	AN			Amount :	
	Chief Accountant				, unount	

TERMS AND CONDITIONS

- 1. VJ Graphic 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 VJ Graphic to comply with the same shall be ground for cancellation of the award or purchase order issued to VJ Graphic and for awarding the item(s) to the next lowest responsive bidder at DepEd's option.
- 2. VJ Graphic shall pick-up the Purchase Order and Notice to Proceed in its favor within three (3) calendar days from date of receipt of notice to that effect. A fax transmission or electronic mail shall constitute an official notice to the VJ Graphic. Thereafter, if the purchase order remains unclaimed, the purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, VJ Graphics shall be precluded from proposing or submitting substitute quotation(s) or item(s).
- 3. VI Graphic who accepted a Purchase Order and Notice to Proceed but failed to deliver the required Goods within the time called for in the Purchase Order shall be disqualified from participating in DepEd or any of DepEd's units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its revised IRR against the VI Graphic.
- 4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by VJ Graphic subject to liquidated damages for delayed deliveries.
- 5. All duties, excise, and other taxes and revenue charges shall be paid by the VJ Graphic.
- 6. As a pre-condition to payment, Importation Documents specifically showing the conditions and serial numbers of the imported equipment purchased shall be submitted by the VJ Graphic to DepEd.
- 7. All transaction is subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulations of the Bureau of Internal Revenue.
- 8. VJ Graphic shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the project site. Goods shall be packed with label identifying content and other applicable packaging symbols with name of DepEd.
- 9. All deliveries by VJ Graphic shall be subject to inspection and acceptance by DepEd Inspection team and the end-user. All costs of the necessary laboratory tests undertaken by DepEd on the Goods shall be to the account of the VJ Graphic.
- 10. One hundred percent (100%) of the Contract Price shall be paid to VJ Graphic upon completion of services, final inspection and acceptance of the Goods at the Project Site and submission of the following documents:
- i. Original and 4 copies of the VJ Graphic's 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 Notice of Award;
- v. Approved Purchase Order;
- vi. Approved Notice to Proceed.
- 11. Where VJ Graphic has accepted a purchase order but fails to deliver the required goods within the time called for in the purchase order, VJ Graphic shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to VJ Graphic, 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, DepEd shall rescind the PO without prejudice to other courses of actions open to DepEd under RA 9184 and its IRR, and other laws.



REPUBLIC OF THE PHILIPPINES

DEPARTMENT OF EDUCATION

DISASTER RISK REDUCTION AND MANAGEMENT SERVICE
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Tol. Nos.: +632-637-64823; 1632-637-4608
1/4001/r Nos.: +63908-2630382; +63915-5153138

Email address idmno@deped.gov.ph



	Technical Specification					
Printing and	Delivery of IEC Publications					
	Peace Month Poster 1					
Quantity:	500 copies					
Size:	83					
Inside:	Foldcote #10 Matte Laminated (1 side front); Full Color					
Color	Full Color (4/0)					
Layout:	1 layout					
	Peace Month Poster 2					
Quantity:	500 copies					
Size:	B3					
Inside:	Foldcote #10 Matte Laminated (1 side front); Full Color					
Color	Full Color (4/0)					
Layout:	1 layout					
Others:	One (1) mock-up shall be provided by the supplier five (5) calendar days after receipt of the Job Order/Notice to Proceed.					
Delivery details:	Complete number of items shall be delivered within thirty (30) calendar days upon approval of the mock-up.					
	All items to be delivered at Asset Management Division, DepEd Complex, Meralco Ave., Pasig City					
Terms of Payment:	50% shall be paid upon mock-up approval.					
	50% shall be paid upon complete delivery of all items.					

Prepared by:

Technical Assistant II, DRRMS