



PURCHASE ORDER

Supplier : PRINTCORE OFFICE SYSTEMS INC.	P.O. No. : 2020-OSEC2(003)-AC-NPSVP008e-P002
Address : 4 S. Pedriacio St., Brgy. Dalig, Antipolo City	Date : DEC 22 2020
Email Address : printcoreinc@gmail.com	Mode of Procurement : NP - Small Value Procurement
Telephone Nos. : (02) 7987-3114/0975 451 8685	End-User : Office of the Secretary
TIN : 010-094-018-000	

Gentlemen:
Please furnish this Office the following article(s) subject to the terms and conditions contained herein:

Place of Delivery : Deped Central Office	Delivery Term : Within seven (7) days upon receipt of PO/NTP
Date of Delivery : _____	Payment Term : Monthly Payment

Project Title: **LEASE OF MULTI-FUNCTION COPIER MACHINE**

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL BID PRICE (IN PHP)
Multi-Function Copier Machine (Fuji Xerox DocuCentre 2265)	unit	1	PHP 168,000.00	PHP 168,000.00
TOTAL				Php168,000.00

(Total Amount in Words) ONE HUNDRED SIXTY-EIGHT THOUSAND and 00/100

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%) of the total value of the undelivered goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased goods.

Very truly yours,

ATTY. NEPOMUCENO A. MALALUAN
Authorized Official

Conforme:

Signature Over Printed Name of Supplier

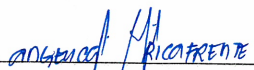
DEC-22-2020
Date

Funds Available: 9168,000.-	OS No. : 02-101101-2020-12-7762
 MA. RHUNAL CATALAN Chief Accountant	Amount : ₱168,000 /

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, and specifications of the award or purchase order (PO). Failure by the Supplier to comply with this provision shall be ground for cancellation of the award or purchase order issued to the Supplier.
2. Supplier shall pick up the Purchase Order(s) and Notice to Proceed issued in its favor within three (3) days from the date of receipt of notice to that effect. A fax transmission or electronic mail shall constitute an official notice to the Supplier. Thereafter, if the purchase order remains unclaimed, the said purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirements, all defaulting suppliers shall be precluded from proposing or submitting substitute quotation(s) or item(s).
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 total value of the undelivered goods for every day of delay of the delivery of the purchased goods. 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. A Monthly Payment of rent shall be made seven (7) working days from receipt of the billing statement. The lease term shall be for a period of one (1) year.
 - 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 Notice of Award;
 - v. Approved Purchase Order;
 - vi. Approved Notice to Proceed.

Conforme:



Signature over printed name of Supplier

DEC. 22, 2020

Date