



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



PURCHASE ORDER

Supplier : VJ GRAPHICS ARTS, INC.	P.O. No. : 2021-ASEC(001)-AC-NPSVP 001 - PO01
Address : Unit 9LM, Future Point Plaza 3 111 Panay Avenue, Quezon City, Philippines	Date : MAY 11 2021
Email Address : vjgraphicscc@gmail.com	Mode of Procurement : NP-SVP
Telephone Nos. : 8372-0882 / 8372-0886	End-User : OASF - FMRC Secretariat
TIN : 000-400-353-000	

Gentlemen:

Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery : DepEd Central Office	Delivery Term : On or before May 31, 2021 (one-time delivery)
Date of Delivery : On or before May 31, 2021 (one-time delivery)	Payment Term : Full payment upon 100% completion of delivery

Project Title: **Printing and Delivery of FMR Roadmap Magazine**

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE (IN PHP)
FMR Roadmap Magazine	pc	300	Php 344.00	Php103,200.00
Book size: 8 1/2" X 11 (flat)				
Orientation: Portrait				
No. of pages (excluding cover): 60				
No. of copies: 300				
Paper cover: C2S 220 gsm, matte finish				
Inside pages: C2S 180 gsm				
Cover finish: full color (front and back covers), matte finish				
full color (inside front and inside back covers)				
Inside color both sides print: full color				
Printing process: offset printing				
Binding: saddle stitch				
Packaging: pack in 15's				
TOTAL				Php103,200.00

(Total Amount in Words) One Hundred Three Thousand, Two Hundred and 00/100 Pesos Only

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 cost of the unperformed portion for every day of delay shall be imposed.

Very truly yours,

ARMANDO C. RUIZ
Director, Finance Service
Department of Education

Date

Conforme:

[Signature]
Signature Over Printed Name of Supplier

Signature Over Printed Name of Supplier

MAY 14, 2021
Date

Funds Available: **₱103,200.00**

ALLOTMENT AVAILABLE

OR No. : _____

SELWYN C. BRIONES
Supervising Administrative Officer
OIC, Budget Division

Amount : _____

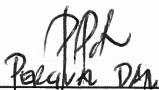
MA. RHUNNA L. CATALAN
Chief Accountant

AC-21-ASEC-BPM-GAS-003
AC-21-ASEC-FINBPM-GASCO-1280
DCR-192

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 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 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 Notice of Award;
 - v. Approved Purchase Order; and
 - vi. Approved Notice to Proceed.
11. Supplier shall deliver the goods/items to the Procuring Entity at the Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City.

Conforme:



Signature over printed name of Supplier

May 14, 2021

Date