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

PURCHASE ORDER

Supplier	**THE LIFT COMPANY PHILIPPINES INC.**	P.O. No.	: 2021-Adm55(002)-01 DC-059-9038
Address	2F Fortune Bldg. 144 Pasig Blvd, Bagong Ilog, Pasig City, Metro Manila, Philippines	Date	: DEC 21 2021
Email Address	paolo.dimaporo@ticpi.com	Mode of Procurement	: NP-Direct Contracting
Telephone Nos.	63284773775	End-User	: AS- General Services Division
TIN			

Gentlemen:

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

Place of Delivery	DepEd Central Office, Meralco Avenue, Pasig City	Delivery Term	: Every 3rd Saturday of the month for a period of four (4) months
Date of Delivery	Every 3rd Saturday of the month for a period of four (4) months	Payment Term	: Refer to Terms and Conditions

Project Title: **Preventive Maintenance of two (2) Elevators located at Mabini and Bonifacio Buildings**

Item No.	DESCRIPTION	UNIT COST (in PHP)	TOTAL
Preventive Maintenance of two (2) Elevators :			
1	Bonifacio Buidling's Elevator Unit	20,000.00	PHP 40,000.00
2	Mabini Buidling's Elevator Unit	20,000.00	
	TOTAL		**PHP 40,000.00**

(Total Amount in Words) **Forty Thousand and 00/100 Pesos Only**

Very truly yours,

ROBERT M. AGUSTIN
Director IV
Administrative Service
Authorized Official

Conforme: PAOLO ALDIN DIMAPORO Signature Over Printed Name of Supplier 23 DEC 2021 Date	
Funds Available: ₱40,000.-	OR No. :
MA. RHUNNA L. CATALAN Chief Accountant	Amount :

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. Advance payment not to exceed fifteen percent (15%) of the contract amount shall be allowed and paid within sixty (60) calendar days from the signing of the PO upon submission of an irrevocable Letter of Credit of Bank Guaranteeissued by a universal or commercial bank.

Supplier may submit a request for payment based on Progress Reports which shall be attached to the progress billing and shall include (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract; and (ii) Inspection and Acceptance Reports (IARs) duly signed by the authorized representative of DepEd indicating that the items have been delivered in accordance with the Contract.
Note: Supplier must furnish copy of the above-mentioned documents to DepEd Accounting Division, End-User and Contract Management Division-Procurement Management Service.

Initial progress payment of a minimum of twenty-five percent (25%) of the Contract Price for a lot shall be paid upon a minimum of twenty-five percent (25%) delivery of items and acceptance by DepEd's authorized representative.

Final payment shall constitute release of the retention money in case of expiry of the warranty period, or the balance amount after it has been called for use under the "Warranty" provision.

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:

PAOLO ABIN DIMAPORO

Signature over printed name of Supplier

23 DEC 2021

Date