



**PURCHASE ORDER**

Supplier :	<b>A4 LUCK MARKETING CORPORATION</b>	P.O. No. :	2023-SIF2(016)-BIV-
Address :	67 A. MABINI ST. POBLACION, SAN PEDRO LAGUNA	Date :	NPSVPO45-P014
Email Address :	A4luck@yahoo.com.ph	Mode of Procurement :	NPSVP
Telephone Nos. :	0922-872-6894	End-User :	School Infrastructure and Facilities-Education Facilities Division (SIF-EFD)
TIN :	008-443-332-000		

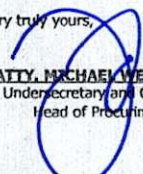
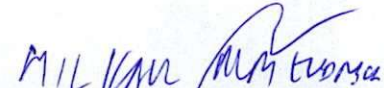

Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	DepEd Central Office, DepEd Complex, Meralco Avenue, Pasig City	Delivery Term :	within Fifteen (15) calendar days from the receipt of the NTP.
Date of Delivery :	Within Fifteen (15) calendar days from the receipt of the NTP.	Payment Term :	(see Terms and Conditions)

Project Title: **Procurement of Office Furniture**

Item Description	Unit	Quantity	Unit Price (in PhP)	TOTAL PRICE (IN PHP)
<b>Office Chair Mesh</b>  Functional: For use at a desk in an office that should provide comfort and flexibility to move around the work environment Performance: Ergonomic seat height should be adjustable to suit any individual between 5'1 to 6'1 tall swivel, gas lift and caster wheel to allow flexible movement. Design: Materials - Back: Nylon and Mesh - Seat: with foam - Armrest: Polypropylene 7 Polyurethane - Low back (34-40") Color: Black Weight: Capacity: 250-300 Ibs Accessories: height adjustment, Tilt and Lock	Pieces	22	2,000.00	44,000.00
<b>Office Chair Mesh with Headrest</b>  Functional: For use at a desk in an office that should provide comfort and flexibility to move around the work environment Performance: Ergonomic seat height should be adjustable to suit any individual between 5'1 to 6'1 tall swivel, gas lift and caster wheel to allow flexible movement. Design: Materials - Base: Aluminum Alloy - High back (45-50' H) - Mesh type 100% polyester - With heavy duty casters - Materials: Plastic component made a polypropylene - Seat: Breathable Polyurethane - With lumbar support (optional) - Tilt Adjustment - Swivel - Height Adjustable - Safety gas unit: Chrome or Aluminum Tube Color: Black Weight Capacity: 250-300 Ibs	Pieces	3	2,500.00	7,500.00
<b>Steel Cabinet with Sliding Door</b>  Functional: Use for storing documents and to organized the files. Performance: The steel cabinet is durability corrosion, chemical staining, impact resistance and cleanability. Design: - Fix 5 layer - 4 Adjustable Shelves - With Lock - Sliding Doors - Color: Beige/ Gray - Dimension: W90 x D45 x H180 cm	Pieces	1	24,000.00	24,000.00



<b>Drawer Steel Filing Cabinet</b> Functional: Use for storing documents and organized the files. Performance: The steel cabinet is durability corrosion, chemical staining, impact resistance and cleanability. Design: - 4 Drawers - Key-lock mechanism - Vertical Steel - Color: Light gray - Dimension: W45.6 x D62 x H133 cm	Pieces	1	15,500.00	15,500.00
<b>TOTAL</b>				PhP91,000.00
(Total Amount in Words) NINETY-ONE THOUSAND AND 00/100 PESOS ONLY				
In case of				
<div style="text-align: right;">           Very truly yours,    <b>ATTY. MICHAEL WESLEY T. POA</b>            Undersecretary and Chief of Staff            Head of Procuring Entity         </div>				
Conforme: 				
Signature Over Printed Name of Supplier: _____ Date: 1/18/2024				
Funds Available: <b>PhP91,000.00</b> <div style="text-align: center;">   <b>MA. RHUNNA L. CATALAN</b>          Chief Accountant       </div> <div style="text-align: right;">         OR No. : _____          Amount : _____       </div>				

2024-01-18 10:00:00 AM





**TERMS AND CONDITIONS**

1. The Supplier shall be responsible for the source(s) of its 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 PO issued to the Supplier, and for awarding the item(s) to the Supplier with the next lowest responsive quotation at DepEd's option.

2. The Request for Quotation (RFQ) and the Supplier's offer including the eligibility requirements, technical and financial proposals, and all other documents or statements submitted by the Supplier as required by the 2016 revised Implementing Rules and Regulations (IRR) of Republic Act (RA) No. 9184 shall be deemed to form and be read and construed as part of this PO.

3. The Supplier shall pick up the PO 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 PO remains unclaimed, the said PO shall be cancelled.

4. Subject to the provisions of the preceding paragraph, where the Supplier had claimed the PO but failed to deliver the required goods within the delivery time provided in the PO, the Supplier shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to the Supplier, shall be one tenth of one percent (0.1%) of the total price of the undelivered goods in the PO for every day of delay. Once the accumulated amount of LD reaches 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions available to DepEd under RA 9184 and its IRR, and other laws.

5. The Supplier shall be precluded from delivering substitute goods or items. Rejected deliveries shall be construed as non-delivery of goods or items so ordered and shall be subject to the imposition of LD and termination or rescission of the PO as prescribed in paragraph 4 hereof.

6. The Supplier shall deliver the goods at the DepEd Central Office, Special Curricular Programs Division Rm., 3rd Floor Bonifacio Building, DepEd Complex, Meralco Avenue, Pasig City

7. All deliveries of the Supplier shall be subject to inspection and acceptance by DepEd. All necessary tests undertaken or caused to be undertaken by DepEd on the goods shall be for the account of the Supplier.

Inspection or pre-delivery inspection (PDI), where applicable for goods to be delivered, shall be conducted by DepEd through the duly designated Inspectorate Team. The inspection or PDI shall be made upon notice to the DepEd of the readiness of the goods for inspection.

The Supplier shall coordinate with DepEd, through the Procurement Management Service-Contract Management Division (ProcMS-CMD), on the conduct of inspection or pre-delivery inspection (PDI). Any request for inspection or PDI shall be done in writing, and contain the following information:

- Project Title and PO Number;
- Specific goods for inspection;
- Quantity of goods for inspection;
- Venue/Address of inspection site; and
- Proposed schedule of inspection which must be at least 10 calendar days from the submission of the letter request.

The request for inspection or PDI shall be addressed to Procurement Management Service-Contract Management Division (ProcMS-CMD), and must be submitted through email at [procms.cmd@deped.gov.ph](mailto:procms.cmd@deped.gov.ph).

8. The Supplier shall guarantee its deliveries to be free from defects and shall commit a three-month comprehensive warranty commencing from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered goods have been duly inspected and accepted. Any defective goods or items that may be discovered by the Procuring Entity within the warranty period shall be replaced by the Supplier within 15 calendar days upon receipt of a written notice to that effect. Cost of replacement of defective goods or items shall be solely for the account of the Supplier.

9. 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 DepEd.

10. All duties, excise and other taxes and revenue charges, if any, shall be for the Supplier's account. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

11. One hundred percent (100%) of the Contract Price shall be paid to the Supplier upon complete delivery and acceptance of the goods by DepEd's authorized representative. Payment shall be made to the Supplier within 60 days after the date of delivery and acceptance of the goods at the delivery site and upon submission of the following documents:

- a. cumulative quantities of goods delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract;
- b. duly signed Delivery Receipt; and
- c. duly signed Inspection and Acceptance Reports(IAR), including certification by Supplier, as duly signed by the authorized DepEd representative, that the goods have been delivered in accordance with the Contract. Other delivery documents as may be subsequently prescribed by DepEd shall be provided by the Supplier.

Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to one percent (1%) of the payment, or a special bank guarantee in the amount equal to one percent (1%) of the Contract Price required in Section 62 of RA 9184 and its IRR.

Release of the retention money shall be at the expiration of the warranty period, or the remaining amount in case it has been utilized pursuant to the warranty provision.

Conforme: MILAN / ALMENDRADA

Signature over printed name of Supplier: 11/10/2024

Date:

*Handwritten initials/signature*