



PURCHASE ORDER

Supplier :	RUNR ENTERPRISE AND SERVICES COMPANY	P.O. No. :	2023-LCC(001)-BIV-
Address :	UNIT 61 MEGALAND BLDG. 2789 BUENCAMINO ST., BRGY. POBLACION, MAKATI CITY	Date :	NPSVP057a-P015
Email Address :	runrenterprises@gmail.com	Mode of Procurement :	NPSVP
Telephone Nos. :	8802-4434	End-User :	Literacy Coordinating Council Secretariat
TIN :	009-225-443		

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

Place of Delivery :	DepEd Complex, DepEd Central Office, Meralco Avenue, Pasig City	Delivery Term :	within Twenty (20) calendar days from the receipt of NTP.
Date of Delivery :	Within Twenty (20) calendar days from the receipt of NTP.	Payment Term :	(see Terms and Conditions)

Project Title: **Procurement of Plaques and Markers for the National Literacy Awards Winners**

Item Description	Unit	Quantity	Unit Price (in PhP)	TOTAL PRICE (IN PHP)
GLASS PLAQUES FOR 1st PLACE WINNERS Type of Materials: Glass Trophies Height: 18 inches Thickness: 10 millimeters Front: Thick Clear Glass with Photographic Etchings and Color Mount: 6mm Thick Mirror and Glass Base in Blue or Black Finish Other Requirements: Sample Layout of the Glass Plaques required for End-User's approval prior to actual production and delivery Note: Final text content are provided and finalized by the end-user Packaging Requirements: Individual packed in standard glass box with bubble wrap plastic (5 pcs.)	Pieces	5	3,824.00	19,120.00
GLASS PLAQUES FOR 2nd to 5th PLACE WINNERS Type of Materials: Glass Trophies Height: 18 inches Thickness: 10 millimeters Front: Thick Clear Glass with Photographic Etchings and Color Mount: 6mm Thick Mirror and Glass Base in Blue or Black Finish Other Requirements: Sample Layout of the Glass Plaques required for End-User's approval prior to actual production and delivery Note: Final text content are provided and finalized by the end-user - Packaging Requirements: Individual packed in standard glass box with bubble wrap plastic (20 pcs.)	Pieces	20	3,824.00	76,480.00

MARKERS FOR SPECIAL AWARD OF EXCELENCE IN LITERACY Type of Materials: Brass Marker Height: 34 inches Width: 24 inches Front: With Photographic Etchings and Color Other Requirements: Sample Layout of the Marker required for End-User's approval prior to actual production and delivery Note: Final text content are provided and finalized by the end-user Packaging Requirements: Individual packed in standard glass box with bubble wrap plastic (3 pcs.)	Pieces	3	24,000.00	72,000.00 <i>h</i>
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TOTAL Php167,600.00

(Total Amount in Words) ONE HUNDRED SIXTY-SEVEN THOUSAND SIX HUNDRED AND 00/100 PESOS ONLY

In case

Conforme: *Ramilis*

Signature Over Printed Name of Supplier _____

Date Jan 2, 2024

Very truly yours,
ATTY. MICHAEL WINSLEY T. POA
 Undersecretary and Chief of Staff
 Head of Procuring Entity

Funds Available: ₱ 167,600.00

MA. RHUNNAL CATALAN
 Chief Accountant

OR No. : _____
 Amount : _____

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.

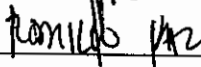
8. The Supplier shall guarantee its deliveries to be free from defects and shall commit a three-month comprehensive warranty commencing from the date of issuance of the Certificate of Final Acceptance by the DepEd that the delivered goods have been duly inspected and accepted. Any defective goods or items that may be discovered by the Procuring Entity within the warranty period shall be replaced by the Supplier within 20 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. 10-83.
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.

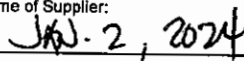
Payments shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to one percent (1%) of the payment, or a special bank guarantee in the amount equal to one percent (1%) of the Contract Price required in Section 62 of RA 9184 and its IRR.

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:



Signature over printed name of Supplier:

 - 2, 2024

Date: