

TERMS AND CONDITIONS

A. Instructions

1. Supplier shall be responsible for the source(s) of its Goods/equipment, and shall make the deliveries in accordance with the schedule, and specifications of the award or purchase order. Failure of 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 issued in its favor within three (3) calendar days from 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 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. Supplier who accepted a purchase order but failed to deliver the required Goods within the time called for in the purchase order shall be disqualified from participating in DepEd or any of DepEd units' future procurement activities. This is without prejudice to the imposition of other sanctions prescribed under R.A. 9184 and its Revised IRR against the supplier.
4. Rejected deliveries shall be construed as non-delivery, and shall be replaced by the supplier subject to liquidated damages for delayed deliveries.
5. All duties, excise, and other taxes and revenue charges shall be paid by the supplier.
6. As a pre-condition to payment, Importation Documents specifically showing the conditions and serial numbers of the imported equipment purchased shall be submitted by the supplier to the Department of Education.
7. All transaction is subject to withholding of credible Value Added Tax and/or Expanded Value Added Tax per revenue regulation(s) of the Bureau of Internal Revenue.

B. Packing

The supplier shall provide such packing of the Goods appropriate to prevent their damage or deterioration during transit to the project site. Goods shall be packed with label identifying content and other applicable packaging symbols with name of the purchaser.

C. Inspection

1. All deliveries by suppliers shall be subject to inspection, and acceptance by the DepEd Inspection Team and the end-user. All costs of the necessary laboratory tests undertaken by DepEd on the Goods shall be to the account of suppliers.
2. For the purpose of this condition, Purchaser's representative is Ms. Maritess L. Ablay of the Asset Management Division of DepEd.

D. Warranty/Certification

The must provide the following documents to prove the authenticity of the product:

- 1) Product Authenticity issued by manufacturer
- 2) Manufacturer's Certificate of reseller/distributorship/dealership
- 3) Warranty Certificates

E. Liquidated Damages

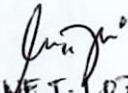
A penalty of one-tenth of one percent (0.001) of the total value of the undelivered Goods shall be charged as liquidated damages for every day of delay of the delivery of the purchased Goods.

F. Payment

One hundred percent (100%) of the Contract Price shall be paid to the supplier in accordance with the Government disbursement procedure upon completion of services, final inspection and acceptance of the Goods at Project Site and submission of the claim for payment and supporting documents, e.g:

- i. Original and 4 copies of the Supplier's Invoice showing the Goods description, quantity, unit price, and
- 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:


EUGENE T. LOZANO

Signature over printed name of Supplier

1-29-2020

Date



DepEd Complex, Meralco Avenue, Pasig City
 2019-12-AdmS2(056)-AC-NPSVP-104a

PURCHASE ORDER

Supplier	: INNOVALITE INC.	P.O No	: 2019-12-AdmS2(056)-AC-NPSVP104a-P048
Address	: #35 C. Raymundo Avenue, Rosario, Pasig City	Date	: 06-Jan-20
Email Address	: <u>efd@innovalitephilippines.com</u>	Mode of Procurement	: Negotiated Procurement - Small Value Procurement
Telephone Nos. TIN	: 628-0605 / 915-2145 : 008-398-122-000	End-User	: Administrative Service-Asset Management Division
Gentlemen:	Please furnish this Office the following articles subject to the terms and conditions contained herein:		
Place of Delivery	: Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Avenue, Pasig City		: Within 30 Days upon receipt of PO/NTP
Date of Delivery	: Within 30 Days upon receipt of PO/NTP		: (see Terms and Conditions)
Project Title:	Supply and Delivery of Digital and Video Camera of DRRMS and Office of the Undersecretary for Administration (OUA)		

ITEM DESCRIPTION	QTY	UOM	UNIT COST (in PhP)	Total Amount (in PhP)
Supply and Delivery of Digital and Video Camera of DRRMS and Office of the Undersecretary for Administration (OUA) 1) DSLR/Mirrorless Camera with Motorized Gimbal Stabilizer and Monopod Brand name: Canon EOS R RF-24-105mm USM	1	unit	260,605.00	260,605.00
2) Professional Camcorder with carrying backpack and tripod Brand name: Canon XF 405	1	unit	223,370.00	223,370.00
Total				483,975.00

(Total Amount in Words) **Four Hundred Eighty-Three Thousand, Nine Hundred Seventy-Five 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,

Atty. SALVADOR C. MALANA III
 Assistant Secretary
 Procurement and Administration
 Authorized Official

Conforme:
EUGENE T. LOZANO
 Signature Over Printed Name of Supplier

Date: 1-29-2020

18000010001m - P 483,975,
ALLOTMENT AVAILABLE

EVELYN C. BRIONES
 Supervising Budget Officer
 OIC, Budget Division

Funds Available: <u>P 483,975.-</u>	OS No.	<u>02-101101-19-12-25614</u>
MA. RHUNNAL CATALAN Chief Accountant <u>MA 1/17/20</u>	Amount	<u>P 483,975.-</u>