



**PURCHASE ORDER**

Supplier :	<b>LUXENBERG MARKETING INC.</b>	P.O. No. :	2024c-TECS(116)-BVI-
Address :	2/F #10 Gov. Pascual Ave., Acacia, District II, 1474 City of Malabon	Date :	NPSVP068-P024
Email Address :	edward_sampang@luxenbergph.com	Mode of Procurement :	NPSVP
Telephone Nos. :	0922-847-3564/028-8980272	End-User :	Teacher Education Council Secretariat
TIN :	007-281-234-00000		

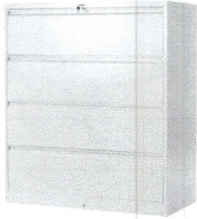
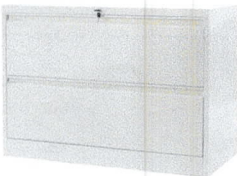
Gentlemen:  
Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery :	Central Office-Department of Education, DepEd Complex, Meralco Ave., Pasig City	Delivery Term :	The delivery is within thirty (30) Calendar Days upon the receipt of the NTP
Date of Delivery :	The delivery is within thirty (30) Calendar Days from the receipt of the NTP	Payment Term :	(see Terms and Conditions)

Project Title: **Supply and Delivery of Office Furniture**

Item Description	Unit	Quantity	Unit Price (in PHP)	TOTAL PRICE (IN PHP)
<b>GENERAL REQUIREMENTS/SPECIFICATIONS:</b>				
1. To support our growing team and faster a productive work environment, TECS is investing office furniture. This will enhance employee comfort and overall well-being as we gear up for our move to the new office space.				

**DETAILED TECHNICAL SPECIFICATIONS**

<p><b>4 Layer Lateral Drawer</b></p> <p><b>Functional:</b> 1.Accommodates various sizes of documents, including letter-sized, A4, legal-sized, and folders. 2.Easy access to stored items with smooth-sliding drawers. 3.Constructed with sturdy materials, such as steel, to withstand heavy loads and frequent use. Design: Steel Cabinet; Light Gray color Material: gauge 20, central lock with 2 keys, H: 135-140 CM, W: 90-95 CM, D: 45-50 CM Heavy duty ball bearing rollers, Powder coated painting finish Environmental Interface: Please see attached photo</p>  <p>Comparative Description: 1 year warranty Brand Model: IKF-DC08 4 Layer</p>	Pieces	8	14,500.00	116,000.00
<p><b>2 Layer Lateral Drawer</b></p> <p><b>Functional:</b> 1.Accommodates various sizes of documents, including letter-sized, A4, legal-sized, and folders. 2.Easy access to stored items with smooth-sliding drawers. 3.Constructed with sturdy materials, such as steel, to withstand heavy loads and frequent use. Design: Steel Cabinet; Light Gray color Material: gauge 20, central lock with 2 keys, Measurement: H: 75-80 CM, W: 90-95 CM, D: 45-50 CM Heavy duty ball bearing rollers, Powder coated painting finish. Environmental Interface: Please see attached photo</p>  <p>Comparative Description: 1 year warranty Brand Model: IKF-DC06 2 Layer</p>	Pieces	10	8,500.00	85,000.00

**Foldable Table****Functional:**

1. When not in use, these tables can be easily folded and stored away, saving valuable floor space in training rooms or conference areas.
2. Built with durable materials like metal or high-quality wood, ensuring long-lasting performance.
3. Reliable locking mechanisms keep the table securely in place when unfolded, preventing accidental folding.

**Design:** Laminated off white Table Top on Steel Frame with Modesty Panel, with Top Flipping Mechanism – with Lockable Nylon Caster Wheels  
**Dimension:** W150 x 45D x 75H; **Color:** Beige

1. 3-4cm thickness of the table top.
2. with "T Shape" or L Shape Legs
3. Heavy duty lockable nylon caster wheels
3. Power-coated steel frame.
4. 750-755mm height of the table when open.
5. Mention the locking mechanism, ex: Spring loaded hinge.

**Environmental Interface:** Please see the attached photo



**Comparative Description:** 1 year warranty

**Brand Model:** SK-052 (150X60X76CM) Foldable Table

Pieces

30

9,990.00

299,700.00

**Metal Frame Office Chair**

**Functional:** Provides a robust and sturdy base, ensuring long-lasting performance and can support significant weight, making them suitable for various body types.

**Design:** Heavy duty frame. Mesh back and cushioned seat rest, Four-legged black coated metal leg  
**Dimension:** 560mm x 600mm x 815mm

**Color:** Black

**Environmental Interface:** Please see the attached photo



**Comparative Description:** 1 year warranty

**Brand Model:** DVC-103 Multi Purpose Chair

Pieces

30

2,195.00

65,850.00

**Monobloc****Functional:**

Lightweight; Weatherproof; often made from durable plastic materials.

**Design:** White Plastic stackable chair; No Arm. Heavy Duty polypropylene

**Color:** White

**Brand Model:** 101 Uratex Classic Chair

Pieces

30

450.00

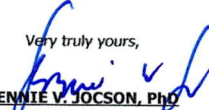
13,500.00

<p><b>White Board (wall mounted Tempered Glass Board)</b></p> <p><b>Functional:</b>  1.Designated to withstand frequent use and cleaning.  2.Can be easily cleaned with a whiteboard cleaner to maintain its appearance.  Design: Hanging Tempered glass whiteboard  Dimension: W155cm x H 90cm  1. 6mm-8mm thickness of the tempered glass.  2. Surface: Dry-Erase  3. Magnetic  4. With Accessory Tray  5. Without Frame  Comparative Description: 1 year warranty</p> <p><b>Brand Model: 155X90CM White Board Wall Mounted</b></p>	Pieces	6	15,000.00	90,000.00
<p><b>White Board (movable Tempered Glass with Stand)</b></p> <p><b>Functional:</b>  1.The wheeled base allows for effortless movement between rooms or locations  2.Can be stored away when not in use, saving space  Design: movable whiteboard with four lockable wheels and with white Metal Stand frame; Tempered glass; reversible  Dimension: W155cm x H 90cm  1. 6mm-8mm thickness of the tempered glass.  2. With foldable pen tray, Lockable heavy duty nylon caster wheels  3. Dry-Erased Surface  4. Magnetic  5. Secured with high tensil bolts  6. reversible (double sided)  Comparative Description: 1 year warranty</p> <p><b>Brand Model: 155X90CM White Board Movable</b></p>	Pieces	2	25,000.00	50,000.00
<p><b>Binding Machine</b></p> <p><b>Functional:</b>  1.Adjustable binding capacity to accommodate different documents thickness  2.Provides a neat and professional finish to bound documents, such as reports, presentations, and manuals.  3.User-friendly features, such as easy-to-use controls and clear instructions  Design: A4 10 Sheets transparent  Application: Large Office  Binding Capacity: 500  Binding Type: Plastic Comb  Color: Metallic Silver/Black  Material Type: Steel  Punching Type: Manual  Punching Capacity: Capacity of 25 Sheets  Comparative Description: 1 year warranty</p> <p><b>Brand Model: B2919 Binding Machine</b></p>	Pieces	2	21,990.00	43,980.00

(Total Amount in Words) SEVEN HUNDRED SIXTY-FOUR THOUSAND, THIRTY AND 00/100 PESOS ONLY

**PhP764,030.00**

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,  
  
**JENNIE V. JOCSON, PhD**  
Executive Director V  
Teacher Education Council Secretariat

Conforme:



Signature Over Printed Name of Supplier

12/27/24  
Date

Funds Available: **PhP 764,030.00**

OR No. : \_\_\_\_\_

**MA. RHUNNAL CATALAN**

Amount : \_\_\_\_\_

**Chief Accountant**

SAH - LBV - JAD - EFB - SLW - TSF - GLC



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 termination of the PO issued to the Supplier.

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 for this project and/or 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.

Supplier's offer with the specific item/brand and technical specifications are attached as Enclosure to Annex F of Supplier's submitted Quotation.

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 (0.001%) of the cost of the unperformed (delayed and undelivered deliveries) goods in the PO for every day of delay. Once the cumulative amount of LD reaches 10% of the amount of PO, the Procuring Entity may rescind/terminate 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 Central Office-Department of Education, DepEd Complex, Meralco Ave., Pasig City.

7. 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).

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.

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 seven (7) calendar days upon the date of receipt of the notice thereof 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, if applicable.

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, and/or other pertinent taxes as applicable.

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 calendar 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:

Date:

12/27/24

sghebron12024-TECS116-BV-NP-098  
S4H - LBV - JAD - EFB - SLA - TSF - GLC