



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



PURCHASE ORDER

Supplier : **VJ GRAPHIC ARTS, INC.**
Address : **Unit 12NO, Future Point Plaza 2
115 Mother Ignacia Ave, Quezon City**
Email Address : **datul.val@vjgraphicarts.com**
Telephone Nos. : **8638 6748 / 8372 0881**
TTIN : **005-042-967-000**

P.O. No. : **2023-BLSS4(002)-BV-
NPSVP031-P011**
Date : **Nov. 22, 2023**

Mode of Procurement : **NPSVP**
End-User : **BUREAU OF LEARNER
SUPPORT SERVICES
-YOUTH FORMATION
DIVISION (BLSS-YFD)**

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**
Date of Delivery : **within seven (7) calendar days and to commence five (5) calendar days from the issuance of NTP or from the date indicated in the NTP**

Delivery Term : **within seven (7) calendar days and to commence five (5) calendar days from the issuance of NTP or from the date indicated in the NTP**
Payment Term : **(see Terms and Conditions)**

Project Title: **Procurement of Printing Service IEC Materials for Various Youth Formation Division Programs**

Item Description	Unit	Quantity	Unit Price (In PhP)	TOTAL PRICE (IN PHP)
Procurement of Printing Service IEC Materials for Various Youth Formation Division Programs				
Size: 11" x 8.5 (Landscape) Number of Pages: 56 pages (including cover) Paper: Inside: C2S#80 Cover: C2S#220 Color: Inside: 4 / 4 Cover: 4 / 4 Finishing: Plastic Lamination Binding: saddle Stich	Pieces	3000	60.00	PHP 180,000.00
TOTAL				PhP180,000.00

(Total Amount in Words) ONE HUNDRED EIGHTY THOUSAND 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. MICHAEL WESLEY T. POA
Undersecretary and Chief of Staff

Conforme:

[Handwritten Signature]
Performer Dept

Signature Over Printed Name of Supplier

November 7, 2023

Date

Funds Available: **₱180,000.-**

MA. RHUNNAL CATALAN

Chief Accountant

OR No. : _____

Amount : _____

TERMS AND CONDITIONS

1. The Supplier shall be responsible for the source(s) of its goods/items/materials/equipment and shall make deliveries in accordance with the delivery time, place of delivery, descriptions and specifications provided by the award or purchase order (PO). Failure by the Supplier to comply with the same shall be a ground for cancellation of the award or PO Issued and for issuance of a new PO in favor of the next lowest calculated responsive bid at the Procuring Entity'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 personally claim the issued PO within three (3) calendar days after receipt of notice to that effect. A fax transmission or electronic mail sent to the Supplier shall constitute an official notice. 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 with 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 reached 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, Meralco Ave., 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.

Pursuant to DO 041, s. 2021, 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:

- a. Project Title and Contract Number;
- b. Specific goods for inspection;
- c. Quantity of goods for inspection;
- d. Venue/Address of inspection site; and
- e. Proposed schedule of inspection which must be at least three (3) calendar days from the submission of the letter request.

The request for inspection or PDI shall be addressed to Atty. Gerard L. Chan, Undersecretary for Procurement, and must be submitted through email at oupro@deped.gov.ph and procms.cmd@deped.gov.ph.

8. 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 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. The Supplier shall be required to conduct orientation to the End-User on the proper use and handling of the supplied goods.

10. 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.

11. 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.

12. The Supplier may submit a request for payment based on the following:

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

One hundred percent (100%) of the Contract/PO Price shall be paid to the Proponent within ___ calendar days, in accordance with the Government disbursement procedure, upon delivery and acceptance of goods by the duly authorized DepEd representative, and submission of the required documents.

Payment shall be subject to the "Warranty" provision in the form of either retention money in an amount equivalent to at least 1% of the payment, or a special bank guarantee in the amount equal to at least 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:

D. P. Chan

Signature over printed name of Supplier:

Date:

December 7, 2023