



**PURCHASE ORDER**

Supplier : <b>ST. LEONARD CONSUMER GOODS TRADING</b>	P.O. No. : 2021-AdmS2 (011)-AC-
Address : 54 Villa Alegre, Pinagbuhatan Pasig City, Metro Manila, Philippines	Date : <b>SEP 14 2021</b>
Email Address : <a href="mailto:st.leonard.trading@gmail.com">st.leonard.trading@gmail.com</a>	Mode of Procurement : NP-SVP
Telephone Nos. : 0917-576-4867	End-User : Asset Management Division
TIN : 202-091-722-000	

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

Place of Delivery : <u>DepEd Central Office</u>	Delivery Term : Within thirty (30) calendar days from the date of receipt of the NTP or the date indicated therein
Date of Delivery : <u>Within thirty (30) calendar days from the date of receipt of the Notice to Proceed (NTP) or from the commencement date indicated therein</u>	Payment Term : See Terms and Conditions

DESCRIPTION	UNIT	QTY.	UNIT COST	TOTAL PRICE
<b>Disinfection Lamp/Light Sterilizer (for documents and others)</b>	unit	90	PHP 4,130.00	PHP 371,700.00
Brand Name: KGP Air Purifier				
<b>HEPA HIGH GRADE FILTER</b> Traps air microbes as small as 0.3 microns (allergens, pollen, dust, smoke, germs, bacteria, and viruses)				
<b>ACTIVATED CARBON</b> Absorbs smoke and odors				
<b>5 LAYER AIR FILTRATION</b> Breaks down poisonous fumes; Kills germs, viruses and bacteria; Kills molds, mildew and fungus spores; Eliminates the smell of the smoke and other annoying odors				
<b>NEGATIVE IONS</b> Emits more than 5M anions to boost immune system function				
<b>ROOM AREA COVERAGE UP TO 50 SQM</b> It can purify the air in just 10 minutes				
<b>UV LIGHT</b> Added features for the disinfection and sterilization of the air against air pathogens of germs and viruses				
<b>PACKAGE INCLUSIONS</b> 1 Room Air Purifier; 1 HEPA Grade Filter with Activated Carbon; 1 Remote Control; Area Coverage: 50 sqm; Filter Lifespan: 1 Year; Warranty: 1 Week				
<b>TOTAL</b>				<b>PHP 371,700.00</b>

(Total Amount in Words) **Three Hundred Seventy-One Thousand, Seven Hundred 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,  
  
**ROBERT M. AGUSTIN**  
Director IV  
Administrative Service  
Department of Education

Conforme: *Billy Vega*  
**BILLY VEGA**  
Signature Over Printed Name of Supplier  
SEP. 17 2021  
Date

Funds Available: ₱371,700.00  
**MA. RHUNNAL CATALAN**  
Chief Accountant  
Date: 9/11

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

**TERMS AND CONDITIONS**

1. Supplier shall be responsible for the source(s) of its supplies/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 purchase order issued to the Supplier and for awarding the item(s) to the next lowest responsive bidder at Procuring Entity's option.
2. Supplier shall pick up purchase order(s) 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 purchase order remains unclaimed, the said purchase order shall be cancelled. To avoid delay in the delivery of the requesting agency's requirement, all defaulting Suppliers shall be precluded from delivering substitute items.
3. Subject to the provisions of the preceding paragraph, where Supplier has accepted a purchase order but fails to deliver the required goods within the time called for in the purchase order, Supplier shall be charged liquidated damages (LD). The amount of LD, deductible from payments due to Supplier, shall be one tenth of one percent (0.1%) of the cost of the undelivered goods in the PO for every day of delay. Once the cumulative amount of LD reached 10% of the amount of PO, the Procuring Entity shall rescind the PO without prejudice to other courses of actions open to the Procuring Entity under RA 9184 and its IRR, and other laws.
4. All deliveries of the Supplier shall be subject to inspection and acceptance by the Procuring Entity. All necessary tests undertaken or caused to be undertaken by the Procuring Entity on the goods shall be for the account of the supplier.
5. Rejected deliveries shall be construed as non-delivery of goods so ordered and shall be subject to liquidated damages and rescindment of the PO prescribed in paragraph 3 hereof.
6. Supplier shall guarantee its deliveries to be free from defects. Any defective item or goods that may be discovered by the Procuring Entity within the warranty period after acceptance of the same shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect free of cost to the Procuring Entity.
7. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
8. 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 the Procuring Entity.
9. All payments are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.
10. Supplier may submit a request for payment based on Progress Reports which shall be attached to the progress billing and include the following: (i) cumulative quantities of items delivered based on the schedule of deliveries and other relevant terms and conditions of the Contract; (ii) Inspection and Acceptance Reports (IARs), including certification by Supplier, as approved by the authorized representative of the DepEd indicating that the items have been delivered in accordance with the Contract.

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 three percent (3%) of every progress payment or a Special Bank Guarantee in the amount equal to three percent (3%) of the Contract Price required under Section 62 of R.A. 9184 and its revised IRR.

An advance payment not to exceed fifteen percent (15%) of the Contract Price shall be allowed and paid within sixty (60) calendar days from signing of the contract. An irrevocable Letter of Credit or Bank Guarantee of an equivalent amount must be submitted, and shall remain valid until the goods are delivered, and accompanied by a claim for advance payment.

For the initial progress payment, a minimum of twenty-five percent (25%) of the Contract Price shall be paid the Supplier upon a minimum of twenty-five percent (25%) delivery and acceptance of the goods.

Final payment shall constitute release of the retention money in case of expiry of the warranty period, or whatever is left of it, after it has been called for use under the warranty provision.

All progress payments shall first be charged against the advance payment until the latter have been fully recouped.

11. Supplier shall deliver the goods/items to the Procuring Entity at the Asset Management Division, Alonzo Bldg., DepEd Complex, Meralco Ave., Pasig City.

Conforme:

*BILLY VECA 2/17/21*

Signature over printed name of Supplier