



Office of the President of the Philippines  
**GOVERNANCE COMMISSION**  
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS  
 3/F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1228



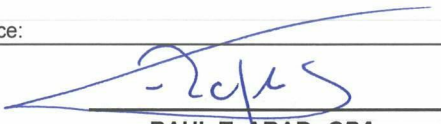
**PURCHASE ORDER**

Supplier : <b>GEMSTONE ENTERPRISE</b>	P.O. No. : <b>24-0040</b>
Address : Unit 7 Vava Bldg., Verdant Ave. Verdant Acres Subd. Pamplona Tres, Las Piñas City	Date : <b>30 AUG 2024</b> <i>PAID COPY</i>
TIN : 101-559-086-00000	PR Date : <b>11-Jun-24</b>
	Negotiated Procurement - Small Value Procurement

Name of Project: **ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A**


Place of Delivery : **17th Floor BDO Towers Valero (formerly Citibank Center), 8741 Paseo De Roxas, Makati City**


Delivery Period: **Twenty (20) working days upon receipt of the Purchase Order**

Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	LOT	SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A	1		<b>₱936,396.00</b>
		(Please see attached Terms of Reference)			
		***** Nothing Follows*****			
		Requesting Office:   <b>RAUL T. ABAD, CPA</b> Director IV			

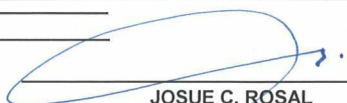
**(Total Amount in Words) Nine Hundred Thirty-Six Thousand Three Hundred Ninety-Six Pesos Only. ₱936,396.00**

Purpose: To be used by GCG personnel at GCG Extension Office-A  
 \*\*\* This Purchase Order is subject to the terms and conditions stated at the back of this document\*\*\*

Conforme:   
**GEMMA T. SOMES**  
 Signature over Printed Name of Supplier  
 Date: Sept. 12, 2024

Very truly yours,  
  
**ATTY. MARIUS P. CORPUS**  
 Chairperson

Fund Cluster : 01  
 Funds Available : 936,396.00

  
**JOSUE C. ROSAL**  
 OIC - Chief Accountant

ORS No. : 02-10210-2024-08-0766  
 Date of the ORS : 29 Aug, 2024  
 Amount : 936,396.00




**GOVERNANCE COMMISSION FOR GOCCs ALLIATED**

R.A. No. 11936

Fund Available (  General ( ) Special ( ) Trust ( ) )

Function Project 100010001  
520322001 - Semi-Expendable  
 machinery & equipment expense - Furniture & Fixture



## TERMS AND CONDITION

1. **PRICES.** All prices quoted herein are valid, binding and effective at least ninety (90) calendar days from date of quotation/ notice of award. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
2. **NOTICE.** Awardee/ Supplier shall pick up purchase order (s) issued on his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the Awardee/ Supplier. Thereafter, if the purchase orders (s) remain unclaimed, the said purchase order (s) shall be sent by the messengerial service to the Awardee/ Supplier at the latter's expense. To avoid delay in the delivery of the requesting office's requirements, all Suppliers shall be precluded from proposing or submitting a substitute sample.
3. **DELIVERY.** Awardee/ Supplier shall be responsible for the source (s) of his supplies/materials/equipment and shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the Supplier to comply with the same shall be ground for cancellation of the award and purchase order without prejudice to the imposition of administrative sanctions provided by the internal rules of the procuring Entity and/ or other applicable laws.  
  
The Procuring Entity (GOVERNANCE COMMISSION FOR GOCCs) reserves the right to accept or reject delivered articles if found not conforming to specifications, terms and conditions stipulated.
4. **PLACE OF DELIVERY.** Awardee/ Supplier shall deliver the items to the Procuring Entity and its Property Officer for inspection and acceptance.
5. **LIQUIDATED DAMAGES.** When the Supplier fails to satisfactorily deliver goods under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the Awardee/ supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by the way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity shall automatically rescind the contract and impose appropriate sanctions over and above the liquidated damages to be paid.  
  
Rejected deliveries shall be construed as non-delivery of product (s)/ item (s) and shall be subject to liquidated damages, subject to the terms and conditions prescribed hereof.
6. **WARRANTY.** For the procurement of goods, in order to assure that manufacturing defects shall be corrected by the Awardee/ Supplier, a warranty security shall be required from the Awardee/ Supplier for a minimum period of three (3) months, in the case of Expendable Supplies, or a minimum period of one (1) year, in the case of Non- expendable supplies, after acceptance by the procuring entity of the delivered supplies. Any defective items (s)/ product (s) that may be discovered by the Procuring entity within the warranty period shall be replaced by the Award/ Supplier within seven (7) calendar days upon receipt of a written notice to that effect.
7. **PAYMENT.** Payment shall be made upon submission of the proof of Acceptance and Inspection report issued by the Procuring entity. All transactions are subject to applicable withholding taxes in accordance with existing BIR Rules and Regulations.
8. **OTHER TERMS AND CONDITIONS.** The Procuring Entity may include other terms and conditions depending on the need and nature of the items subject to the purchase order/ contract. The provisions, terms and condition in the project's Terms of Reference (TOR) shall prevail over these terms and condition in case of conflict.
9. **Provisions contained in Title VI of the Civil code of the Philippines on Sales and in Republic Act 9184 and its Revised implementing Rules and Regulations are hereby incorporated and made as an integral part hereof.**
10. **This serves as your Notice to Proceed.**

Full Name and Signature of Authorized Representative  
Date Signed

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## **TERMS OF REFERENCE**

### **SUPPLY AND DELIVERY OF OFFICE TABLES, PEDESTALS, SOFAS, AND VISITOR CHAIRS FOR GCG EXTENSION OFFICE - A**

#### **I. BACKGROUND**

The Governance Commission for GOCCs (GCG) intends to **procure office tables, pedestals, sofas, and visitor's chairs** for accommodating the needs of GCG office personnel at GCG Extension Office - A.

#### **II. TERMS**

- A. The service provider must attach a photo of the items being offered.
- B. Items without specified color shall subject to approval by the end-user.
- C. Inclusive of delivery charge.
- D. Unit price of individual items must not exceed Fifty Thousand Pesos Only (₱ 50,000.00).
- E. All items should be delivered within twenty (20) working days upon receipt of the Purchase Order.
- F. Replacement of newly delivered defective item to GCG without additional charge.
- G. At least twelve (12) months warranty for all items.
- H. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.

#### **III. TECHNICAL SPECIFICATIONS**

##### **A. L-Shaped Top Executive Table – Main Table with Left Side Cabinet - One (1) Piece**

- Main Table Size: 180 cm (L) x 90 cm (W) x 75 cm (H) (min.)
- Left Side Cabinet Size: 80 cm (L) x 40 cm (W) x 62 cm (H) (min.)
- Features:
  - With Side Credenza
  - With 3-Drawer Mobile Pedestal
  - With Pull-Out Tray for Keyboard and Movable CPU Stand
- Material: Laminated MDF/Perforated Steel Modesty
- Finish: Beechwood

##### **B. L – Shaped Executive Table – Main Table with Left Side Cabinet - One (1) Piece**

- Main Table Size: 160 cm (L) x 80 cm (W) x 75 cm (H) (min.)
- Left Side Cabinet Size: 80 cm (L) x 40 cm (W) x 62 cm (H) (min.)
- Features:
  - With Side Credenza
  - With 3-Drawer Mobile Pedestal



- With Pull-Out Tray for Keyboard and Movable CPU Stand
- Material: Laminated MDF/Perforated Steel Modesty
- Finish: Beechwood

**C. 3-Drawer Mobile Pedestal - One hundred Thirty-Eight (138) Pieces**

- Dimension: 39.5 cm (W) x 54 cm (D) x 64 cm (H) (min.)
  - Not Exceed 65.5 cm (H)
- Features:
  - With Regular Handle
  - With Centralized Locking System
  - With File Divider and Pen Tray Holder
  - With Caster wheels
- Finish: Light Gray
- Material: Powder-Coated Steel with Steel or Plastic Top

**D. 4-Seater Round Table - Three (3) Pieces**

- Dimension: 100 cm (D) x 75 cm (H) (min.)
- Round Tabletop Thickness: 2.5 cm (min.)
- Sidings: 0.2 cm PVC Edge Band (min.)
- Structure: E1 Moisture Resistant Board
- Legs: Round Stainless-Steel Base in Hairline Finish

**E. Rectangular Meeting Table – One (1) Piece**

- Main Table Size: 240 cm (L) x 120 cm (D) x 75 cm (H) (min.)
- Tabletop Thickness: 5 cm (min.)
- Sidings: 2mm PVC Edge Band Machine Pressed (min.)
- Structure: E1 Moisture Resistant Board
- Finish: Wood Varnished

**F. Reception Counter Table - One (1) Piece**

- Main Table: 240 cm (L) x 60 cm (D) x H 110 cm (H) (min.)
- Structure: 2.5 cm E1 Moisture Resistant Board + Plywood (min.)
- Sidings: 2mm PVC Edge Band Machine Pressed (min.)
- Countertop Thickness: 2.5 cm (min.)
- Features:
  - One (1) Movable Cabinet in Three-Drawer with Central Lock Mechanism
  - Cabinet Carcass in 1.8 cm Thick High-Pressure Laminate (HPL) E1 Board (min.)
  - Carcass – White Finish; Inner Drawers – Wood Grain Finish
  - Full Extension Soft Close Drawer Guide
  - With 1 CPU Rack in 1.8 cm Thich HPL Finish (min.)

**G. Sofa Bed - One (1) Piece**

- Material: Polyester Fabric
- Light Color
- Dimension:
  - Sofa: 180 cm (L) x 85 cm (W) x 80 cm (H) (min.)
  - Bed: 180 cm (L) x 100 cm (W) x 35 cm (H) (min.)
  - Multi-functional design that reclines between two positions: sitting and sleeping

**H. 4 – Seater Sofa – One (1) Piece**

- Materials: Polyester Fabric
- Dark Color
- Dimension: 240 cm (L) x 75 cm (W) x 80 cm (H) (min.)

**I. 3 – Seater Sofa – One (1) Piece**

- Materials: Polyester Fabric
- Dark Color
- Dimension: 180 cm (L) x 75 cm (W) x 80 cm (H) (min.)

**J. 1 – Seater Sofa – One (1) Piece**

- Materials: Polyester Fabric
- Dark Color
- Dimension: 60 cm (L) x 75 cm (W) x 80 cm (H) (min.)

**K. Coffee Table – One (1) Piece**

- Dimension: 100 cm (L) x 50 cm (W) x 50 cm (H) (min.)
  - With lower shelf for providing storage space for books, magazines, etc.
  - Four-legged Wooden Base
- Finish: Beechwood

**L. Lobby Area Visitor Chair – Two (2) Pieces**

- Model Plastic Backrest
- Light Color
- Four-legged Wooden Base

**M. Executive Visitor Chair – Ten (10) Pieces**

- Black Leatherette Backrest and Seat
- Chrome Armrest Upholstered with Leatherette
- Four-legged Chrome Base

**N. Top Executive Visitor Chair – Eight (8) Pieces**

- Wooden Frame
- Light Color
- Leatherette Backrest and Seat
- Four-legged Wooden Base

Prepared by:

  
**TEODORO ARSENIOS F. PAGGABAO**

Supervising Administrative Officer – Administrative Division

Reviewed by:

  
**VIONNE ROCHELLE D. ASUQUE**

OIC - Chief Administrative Officer – Administrative Division

Noted by:

  
**RAUL T. ABAD**

Director IV – Administrative and Finance Office