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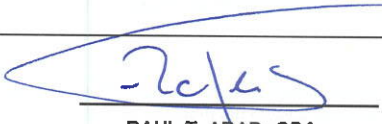
PURCHASE ORDER

Supplier : HOSPECO PHILIPPINES INC. P.O. No. : 24-0056
 Address : 316 Sto. Rosario, Brgy. Plainview, Mandaluyong City Date : **07 OCT 2024**
 TIN : 232-423-061-000 PR Date : **13 AUGUST 2024**
 Mode of Procurement: Negotiated Procurement - Small Value Procurement *PR10*

Name of Project: ONE (1) LOT SUPPLY AND DELIVERY OF OIL DIFFUSERS AND ESSENTIAL OILS FOR GCG MAIN AND EXTENSION OFFICE

Place of Delivery :3rd Floor BDO Towers Paseo (formerly Citibank Center), 8741 Paseo De Roxas, Makati City

Delivery Period: Ten (10) Working days upon receipt of the Purchase Order


Stock/Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	SUPPLY AND DELIVERY OF OIL DIFFUSERS AND ESSENTIAL OILS FOR GCG MAIN AND EXTENSION OFFICE	1		₱122,000.00
	Piece	1. Oil Diffuser/Aroma Fragrance Machine Features: a. Suitable for Office Use b. Dimension (WxHxD): 220mm x 173mm x 70mm (min.) c. Material: Plastic d. Color: White or Black e. Capacity: 160ml (min.) f. Noise Level: <30dba g. Power: 4W h. Voltage: 12V i. Usage Area: 200-300m ³ (min.) j. 24hrs Timer Function with Auto Shut-Off	10		
	Bottle	2. Essential Oils, 1 Liter a. Compatible with the offered oil diffusers b. Scents: Eucalyptus, Peppermint, Rosemary, Lemongrass, and Citronella	5		
Terms:					
1. Inclusive of delivery charge.					
2. Replacement of defective item to GCG without additional charge.					
3. Six (6) months warranty for oil diffusers' parts and services.					
4. All items should be delivered within ten (10) working days upon receipt of the Purchase Order.					
5. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing.					
***** Nothing Follows*****					
Requesting Office:  RAUL T. ABAD, CPA Director IX					

(Total Amount in Words) One Hundred Twenty-Two Thousand Pesos Only. **₱122,000.00**

Purpose: To freshen the air and create a calming atmosphere which helps reduce stress levels and promoting relaxation during busy workdays.

*** This Purchase Order is subject to the terms and conditions stated at the back of this document***

Conforme:


MS. MARY ROSE L. SILVESTRE
 Signature over Printed Name of Supplier

Very truly yours,


ATTY. MARIUS P. CORPUS
 Chairperson

October 7, 2024
 Date

Fund Cluster : 01
 Funds Available : 122,000.00

ORS No. : 02-102101-2024-10-0863
 Date of the ORS: 01 Oct - 2024
 Amount : 122,000.00

JOSUE C. ROSAL
 OIC - Chief Accountant



GOVERNANCE COMMISSION ALLIANCE

R.A. NO. 11436
 Fund Available ()
 Function Project

100010001
5020322001 - SCAG - Expendable machinery & Equipment
 - Furniture & Fixture
5020391000 - Office Supplies & materials

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 9134 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

M.S. del...
Mary Rose L. Silvestre
Oct. 7, 2024



QUOTATION FORM

INSTRUCTIONS

- 1) Accomplish this Quotation Form Correctly and Accurately
- 2) Do not alter the contents of this form in any way.
- 3) All technical specifications are mandatory. Failure to comply unconditionally with any of the mandatory requirements will render the quotation, non-compliant.
- 4) In cases involving a tie among bidders, the procuring entity will bring the concerned service providers/suppliers to agree on a method to break the tie which shall be non-discretionary/non-discriminatory and is similarly based on sheer luck or chance.
- 5) Failure to follow these instructions will disqualify your entire quotation.

AFTER HAVING CAREFULLY READ AND ACCEPTED THE TERMS AND CONDITIONS, I/WE SUBMIT OUR QUOTATION/S FOR THE ITEMS AS FOLLOWS:

ONE (1) LOT SUPPLY AND DELIVERY OF OIL DIFFUSERS AND ESSENTIAL OILS FOR GCG MAIN AND EXTENSION OFFICE (PERIOD OF CANVASS: 16 TO 19 SEPTEMBER 2024)			
ITEM DESCRIPTION	YES	NO	COMMENTS
TECHNICAL SPECIFICATIONS			
1. Ten (10) Pieces of Oil Diffuser/Aroma Fragrance Machine Features: a. Suitable for Office Use b. Dimension (WxHxD): 220mm x 173mm x 70mm (min.) c. Material: Plastic d. Color: White or Black e. Capacity: 160ml (min.) f. Noise Level: <30dba g. Power: 4W h. Voltage: 12V i. Usage Area: 200-300m ³ (min.) j. 24hrs Timer Function with Auto Shut-Off	Yes		
2. Five (5) Bottles of 1 Liter Essential Oils a. Compatible with the offered oil diffusers b. Scents: Eucalyptus, Peppermint, Rosemary, Lemongrass, and Citronella	Yes		
TERMS			
1. Inclusive of delivery charge	Yes		
2. Replacement of defective item to GCG without additional charge	Yes		
3. Six (6) months warranty for oil diffusers' parts and services	Yes		
4. All items should be delivered within ten (10) working days upon receipt of the Purchase Order	Yes		
5. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing	Yes		




#316 Sto. Rosario Street, Plainview Mandaluyong City
 Tel.: 0917-810-4368
 Fax:
 Email: mary@hospeco.ph
 Website: www.hospecoonline.ph

QUOTATION

Date : August 22, 2024
 Account Executive : Mary Silvestre

Company	The Governance Commission for GOCCs (GCG)	E-mail	mailto:procurement@nccr.gov.ph
Attention	Procurement Management Division	Telephone	(632) 5328-2030 / 5318-1000 loc. 37
Subject	OUT RIGHT PURCHASE	Fax	

ITEM NO.	QTY	UOM	PRODUCT DESCRIPTION	IMAGE	Unit Price	TOTAL COST
No. 1	10	liter	OS3 Misting Machine for Home or Offices OS-3 Fragrance Diffuser Air Freshener Voltage:12V Power:4W Volume:<30dba Capacity:300ml Weight:1.0KG Application area:250-350m ² Color: White Size:W224*H186*D86mm		₱9,350.00 ₱9,300.00	₱93,000.00
No. 1	5	Liter	Essential Oil		₱5,800.00	₱29,000.00
					VATable Sales	₱108,928.57
					VAT Amount	₱13,071.43
					Grand Total	₱122,000.00

Terms and Conditions:

The company guarantees the original user that the equipment and devices will be free of defects in materials and workmanship for a period as stated below from the date of delivery provided the product has not been abused, misused or improperly maintained.

- Offer Validity : Our offer valid 30 days from the date thereof
- Payable : All checks payable to HOSPECO PHILIPPINES, INC.
- Tax : All Companies who are TAX exempted (VAT Zero Rated or VAT Exempt) – required to submit the Docs (PEZA docs) together with the Purchase Order.
- Terms of Payment : Cash on Delivery/ Bank Transfer/ Check
- Delays : HOSPECO PHILIPPINES, INC. will not be held liable for any delays or default in performing hereunder if such delay is caused by conditions beyond its control including but not limited to Acts of God, natural disasters, wars, force majeure, delays on the part of the client, and/or any other cause beyond reasonable control of the party whose performed is affected.
- Delivery Lead-Time : 3 to 7 working days upon received of P.O IF ON-STOCK; PRE-ORDER (30 to 45 days upon the receipt P.O) or pick-up at Mandaluyong Office.
Free delivery within Metro Manila with a minimum Purchase Order.
- Schedule of Delivery : Schedule delivery of items is STRICTLY from Mondays to Fridays during office hours only (8:00 am to 5:00 pm) and Saturday (8am to 12noon); except holidays).
- Warranty : Initial checking might be done on site upon approved schedule of the Service Technician or transfer the item to HOSPECO warehouse for complete machine diagnostic.
Please email mary@hospeco.ph to claim the Warranty and include details like PO number, date delivered, date received or installed and state the problem of the items.
- Installation : Installation schedule of items is STRICTLY from Mondays to Fridays during office hours only (8:00 am to 5:00pm);except holidays.
- Price : Inclusive of 12% VAT
- Note : A penalty of 2% will be imposed for late payments and no cancellation of confirmed order Policy.
- REMARKS : **PLEASE DOUBLE CHECK THE STOCKS AVAILABILITY BEFORE ISSUING P.O**

Please note that signing the conforme portion below shall bind the Client to all the terms and conditions specified herein.

Thank you so much for giving us the opportunity on your requirements. If you have any concerns, feel free to contact me.

Prepared By:

Ms. Mary Silvestre
 Sales Account Executive
 Mobile No.: 0917-810-4368
 Email: mary@hospeco.ph

CLIENT CONFORME:

Name: _____
 Company: _____
 Company Tin#: _____
 Signature: _____
 Contact No#: _____
 Date: _____