



Office of the President of the Philippines
GOVERNANCE COMMISSION
 FOR GOVERNMENT OWNED OR CONTROLLED CORPORATIONS
 3F, BDO Towers Paseo, 8741 Paseo De Roxas, Makati City, Philippines 1226



RECEIVING COPY

PURCHASE ORDER

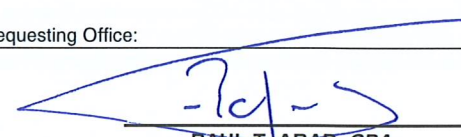
Supplier : ADECS INTERNATIONAL CORPORATION	P.O. No. : 24-0025
Address : 141 D. Tuazon St. Quezon City	Date : 27 MAY 2024
TIN : 005-252-693-000	PR Date : 30-Apr-24
	Mode of Procurement: Shopping: Section 52.1 (b)

Proc Copy

Name of Project: **ONE (1) LOT SUPPLY AND DELIVERY OF HP COLOR LASERJET 179FNW TONERS**

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

Delivery Period: **Thirty (30) working days upon the receipt of Purchase Order.**

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
		ONE (1) LOT SUPPLY AND DELIVERY OF HP COLOR LASERJET 179FNW TONERS			₱109,125.00
	cartridge	HP 119A Cyan	9		
	cartridge	HP 119A Yellow	9		
	cartridge	HP 119A Magenta	9		
	cartridge	HP 119A Black	9		
<p>Terms:</p> <ol style="list-style-type: none"> All items must be genuine toners. The bidder must provide authorized reseller/supplier certificate from the manufacturer. Replacement of defective item without additional charge. All items should be delivered within thirty (30) working days upon the receipt of Purchase Order. GCG shall be given twenty (20) working days upon submission of complete billing documents for payment processing. <p align="center">**** Nothing Follows****</p> <p>Requesting Office:</p> <p align="center">  RAUL T. ABAD, CPA Director IV, Administrative and Finance Office </p>					

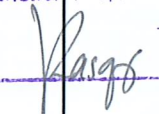
GOVERNANCE COMMISSION FOR GOCCs
 ALLOTTED

R.A. No. 11236

Fund Cluster ()



Function/Project 10001001

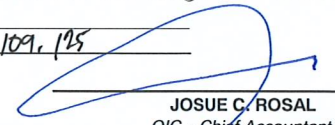
3026301002 - Office Supplies



(Total Amount in Words) **One Hundred Nine Thousand One Hundred Twenty-Five Pesos Only** **₱109,125.00**

Purpose: *For the procurement of toners for HP Colorlaserjet 179FNW Printers*

Conforme:	Very truly yours,
 MS. JENNIFER F. DULAY Signature over Printed Name of Supplier Date: <u>May 31, 2024</u>	 ATTY. MARIUS P. CORPUS Chairperson

Fund Cluster : <u>01</u>	ORS No. : <u>2024-05-0420</u>
Funds Available : <u>109,125</u>	Date of the ORS: <u>21 MAY 2024</u>
 JOSUE C. ROSAL OIC - Chief Accountant	Amount : _____





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 HP COLOR LASERJET 179FNW TONERS (PERIOD OF CANVASS: 06 to 09 May 2024)			
TECHNICAL SPECIFICATIONS:	Yes	No	Comments
One (1) Lot Supply and Delivery of HP Color LaserJet 179FNW Toners.	✓		
ITEM DESCRIPTION			
1. Nine (9) Cartridge of HP 119A Cyan	✓		
2. Nine (9) Cartridge of HP 119A Yellow	✓		
3. Nine (9) Cartridge of HP 119A Magenta	✓		
4. Nine (9) Cartridge of HP 119A Black	✓		
TERMS			
1. All items must be genuine toners	✓		
2. The bidder must provide an <u>authorized reseller/supplier certificate from the manufacturer or authorized distributor</u>	✓		
3. Replacement of defective item without additional charge.	✓		
4. All Items should be delivered within thirty (30) working days upon the receipt of Purchase Order.	✓		
5. GCG shall be given twenty (20) working days upon the submission of complete billing documents for payment processing.	✓		

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

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
