



PURCHASE ORDER

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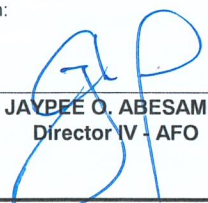
PMO Copy

Supplier <b>MADELL ASIA OFFICE SUPPLIES AND EQUIPMENT TRADING</b> Address Unit G-24, Makati Executive Tower 3, Sep. Gil Puyat Ave., Brgy Pio Del Pilar, Makati City TIN : <u>432 535 903 0000</u>	P.O. No. : <u>23 - 0021</u> Date : <u>06 JUN 2023</u> PR Date : <u>08-Mar-23</u> Mode of Procurement : Negotiated Procurement - Shopping
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Name of Project  
**PROCUREMENT OF ONE (1) LOT SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 1ST QUARTER OF FY 2023**

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

Delivery Period: **Within fifteen (15) calendar days upon the receipt of Purchase Order (PO).**

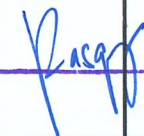
Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
	Lot	SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 1ST QUARTER OF FY 2023	1		₱119,515.00
Please see the attached Terms of Reference.					
***Nothing Follows***					
Requesting Division: <div style="text-align: center;">   <b>JAYPEE O. ABESAMIS</b>              Director IV - AFO           </div>					

**GOVERNANCE COMMISSION FOR GOCCs**  
ALLOTMENT

R.A. No. 11984

Fund Available ( ) Special ( ) Trust ( )


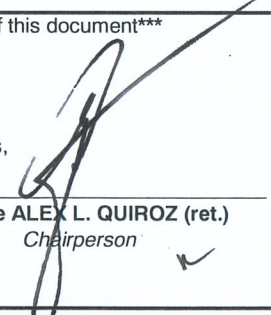
Function Project 100010001  
50203010002 - Office Supplies Expense

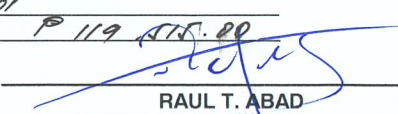


**(Total Amount in Words) One Hundred Nineteen Thousand Five Hundred Fifteen Pesos Only** **₱119,515.00**

Purpose: for the procurement of common-use office supplies not available in PS-DBM for accomodating the GCG office personnel in their day-to-day operations

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

Conforme: <div style="text-align: center;">   <b>MS. MARISSA ERILLES DELLOSA</b>            Signature over Printed Name of Supplier  <u>June 6, 2023</u>            Date         </div>	Very truly yours, <div style="text-align: center;">   <b>Justice ALEX L. QUIROZ (ret.)</b>            Chairperson         </div>
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Fund Cluster : <u>01</u> Funds Available : <u>₱ 119,515.00</u> <div style="text-align: center;">   <b>RAUL T. ABAD</b>            Chief Accountant         </div>	ORS No. : <u>02-10101-2023-65-0356</u> Date of the ORS: <u>26 May 2023</u> Amount : <u>119,515.00</u>
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## 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.

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**

10. **This serves as your Notice to Proceed.**

Full Name and Signature of Authorized  
Representative  
Date Signed

MS. MARISSA FRILLES DELLOSA



## TERMS OF REFERENCE

### SUPPLY AND DELIVERY OF OFFICE SUPPLIES (NOT AVAILABLE IN PS-DBM) FOR THE 1<sup>ST</sup> QUARTER OF FY2023


<b>I. BACKGROUND</b>		
The Governance Commission for GOCCs (GCG) intends to <b>procure office supplies (not-available in PS-DBM)</b> for accommodating the needs of GCG office personnel in their day-to-day operations.		
<b>II. BUDGET REQUIREMENTS</b>		
The total budget for the <b>Procurement of Office Supplies (Not-Available in PS-DBM) for the 1<sup>st</sup> Quarter of FY2023</b> inclusive of VAT, all fees and other charges amount to ONE HUNDRED TWENTY-FIVE THOUSAND PESOS ONLY (₱ 125,000.00).		
<b>III. PARTICULARS</b>		
The following are the office supplies (not-available in PS-DBM) which are needed by the GCG for the 1 <sup>st</sup> Quarter of FY2023:		
Item Description	Unit	Quantity
Battery, dry cell, size AA, Two (2) pieces per blister pack	Pack	15
Clearbook, 20 transparent pockets, A4	Piece	30
Clearbook, 20 transparent pockets, legal	Piece	30
Clip, backfold, 19mm	Box	50
Clip, backfold, 25mm	Box	100
Clip, backfold, 32mm	Box	50
Digital Voice Recorder <ul style="list-style-type: none"> <li>• Built-in Memory: 4GB</li> <li>• Channel: Stereo, USB Connectivity</li> <li>• Recording &amp; Playback Format: MP3, WMA, etc., Built-in Microphone, Earphone Jack</li> <li>• Functionality: Voice-operated Recording or equivalent, Noise Cut Filter, Low Cut Filter, Digital Pitch Control and USB Charge</li> </ul>	Unit	4
Envelope, Expanding, Kraft, 100 pieces per box	Box	5
Eraser, plastic/rubber	Piece	15
External Hard Drive, 1TB	Unit	5
Furniture Cleaner, 300ml, aerosol type	Can	5

Insecticide, 600ml, aerosol type	Can	5
Light-Emitting Diode (LED) Linear Tube, 18 watts	Piece	10
Marker, whiteboard, felt tip, bullet type, black	Piece	10
Mouse, optical, USB Connection Type	Unit	30
Note Pad, stick on, 3" x 3", 100 sheets per pad	Pad	80
Note Pad, stick on, 2" x 3", 100 sheets per pad	Pad	50
Note Pad, stick on 3" x 4", 100 sheets per pad	Pad	50
Pencil, lead/graphite, with eraser, one (1) dozen/box	Box	10
Puncher, paper, heavy duty	Piece	30
Rubber Band, No. 18, 350g	Box	8
Scissors, symmetrical or asymmetrical	Piece	30
Stamp Pad, felt	Piece	5
Tape Dispenser, table top, for 24mm width tape	Piece	10
Tape, masking, 24mm	Roll	10
Tape, masking, 48 mm	Roll	5
Tape, packaging, 48 mm	Roll	10
Tape, transparent, 24 mm	Roll	25
Toner Cart, HP CE312A, Yellow	Cartridge	1
Wastebasket, non-rigid plastic, square, oval or round shape Thickness (min.): 1.20mm Height (min.): 225mm	Piece	20


#### IV. TERMS

- a. No subcontracting is allowed.
- b. All items should be delivered within fifteen (15) calendar days upon receipt of the Purchase Order (PO).
- c. GCG shall be given twenty (20) working days after the receipt of goods for payment processing.

Prepared by:

  
**KARLO JASON A. MURING**  
Property Assistant – Administrative Division

Noted by:

  
**INNA MARIE FELIZ C. PROTACIO-LADISLAO**  
Chief Administrative Officer – Administrative Division