

**PURCHASE ORDER**

**SENATE OF THE PHILIPPINES**

Entity Name

Supplier: **WII TRADING CORPORATION**  
 Address: Unit 4 Midway Court Bldg., 241 Edsa Mandaluyong  
 Tel No.: 09171638175 /  
 TIN: 200-022-867-000

P.O. No.: **PO-22-12-372**  
 Date: 12-December-2022  
 Mode of Procurement: ?  
 Reference P.R. No.: **PR-22-09-804**  
 LJS  
 AB No.:

Attention: Nicolai Lennen Romero  
 Please acknowledge receipt of faxed P.O. and refax it to Telefax No. 552-6601 loc. 4262 or 552-6815. Thank You.  
 Gentlemen: Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: **Rm. 401 Property and Procurement Service SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY**  
 Date of Delivery:  
 Delivery Term: **30 DAYS**  
 Payment Term: **Government Terms**  
 Warranty: **One (1)**

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	SET	TABLE, EXECUTIVE ·Executive Table L-Type with Drawers and Mobile Pedestal ·Material: MDF Laminated Board ·Color: Beech ·Size: 1600x800x760 (1.6 meter) Offer: See suppliers offer. ----- Nothing Follows -----	1	39,400.00	39,400.00

**RECEIVED**  
 PROCUREMENT SECTION, PPS  
 Date: 1-5-23  
 BY: ME TIME: 9:55

**SENATE OF THE PHILIPPINES RECEIVED**  
 JAN 05 2023  
 BY: [Signature] TIME: 8:15 pm  
 OFFICE OF THE DEPUTY SECRETARY ADMINISTRATIVE AND FINANCIAL SERVICES

**RECEIVED**  
 JAN 04 2023  
 By: [Signature] Time: 11:30  
 Administrative Management Bureau

**LEGISLATIVE ACCOUNTING SECTION RECEIVED**  
 DEC 20 2022  
 BY: [Signature] TIME: 1:00 PM

12/19 200-2022-12-10829 39,400-

Page 1 of 1 **Grand Total: P39,400.00**

(Total amount in words) **Thirty-Nine Thousand Four Hundred 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 for every day of delay shall be imposed on the undelivered item/s.

Conforme: \_\_\_\_\_ Very truly yours: **ATTY. ARNEL JOSE S. BAÑAS**  
 DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES  
 Signature over Printed Name of Supplier: \_\_\_\_\_  
 Date: \_\_\_\_\_

Fund Cluster: \_\_\_\_\_  
 Funds Available: \_\_\_\_\_  
**JUDITH C. JEBULAN**  
 Director III, Legislative Accounting Service  
 Signature over Printer Name of Chief Accountant: \_\_\_\_\_  
 ORS/BURS No.: \_\_\_\_\_  
 Date of the ORS/BURS: \_\_\_\_\_  
 Amount: \_\_\_\_\_

**NOTE:** The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: **NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-E-22-10-020) OPENED ON (10/25/2022) AND PER BAC ADVISORY RE AWARD DTD (12/05/2022)**

errazon  
 12/12/2022 5:35:11PM  
 1212

## GENERAL CONDITIONS

1. The quotation shall be accomplished with samples properly labeled if necessary, with the complete specifications stated in its face duly signed by the bidder or its authorized representative.
2. The quotation shall not be considered unless it is properly signed by the bidder or its authorized representative.
3. The quotation should include a copy of the Government Electronic Procurement System (GEPS) registration.
4. The price of goods shall be valid for at least 30 to 45 days from the Closing Date of posting with the GEPS. Please refer to the Closing Date on the attached Invitation.
5. The bidder shall be responsible for the source of the supplies.
6. A Purchase Order (P.O.) / Job Order (J.O.) shall be prepared in accordance with the Supplier's/Contractor's quotation. The full quantity/job service mentioned shall be supplied at the place stated within the stipulated delivery period.
7. To assure that manufacturing defects shall be corrected, the winning bidder shall be required a warranty in an amount provided for by law either through:
  - a. For Goods (*GPPB Res. No. 30-2017 dated May 30, 2017, amending Sec. 62.1 of 2016 IRR, R.A. 9184*):
    - i. Retention money deducted from payment to be made is five percent (5%) of every progress payment).
    - ii. Special bank guarantee is five percent (5%) of the total contract price.
  - b. For Infrastructure Projects (*Sec. 62.2.3.3, 2016 Revised IRR, R.A.9184*):
    - i. Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, that the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (Five percent (5%) of the total contract price).
    - ii. Bank guarantee confirmed by a Universal or Commercial Bank (Ten percent (10%) of the total contract price).
    - iii. Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (Thirty percent (30%) of the total contract price).

The amount shall be released after lapse of the warranty period as provided under R. A. No. 9184.

8. A penalty of one-tenth of one percent (.001%) of the total value of the goods/services procured shall be deducted for each day of delay in the delivery of supplies ordered.
9. All items shall be subject to inspection and acceptance by the Senate or its authorized representative.
10. Unreasonable refusal of the winning bidder to accept the award and/or failure to deliver the item/s or service/s after winning bidder is duly informed of the same, may result in the refusal of the Senate in entertaining bid/s from concerned bidder in the future.
11. The Senate of the Philippines reserves the right to reject any or all quotations to waive any formality therein, or to accept quotation/s as may be considered most advantageous to the government or to pursue appropriate legal action should the winning bidder refuse to accept the award without justifiable reason/s.
12. The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

C O N F O R M E :

.....  
(Name of Company)

.....  
(Signature over Printed Name of  
Authorized Representative)