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APR 17 2023

PURCHASE ORDER

SENATE OF THE PHILIPPINES

Entity Name

Supplier : **PHILCOPY CORPORATION**

Address : 793 JP Rizal Ave. Poblacion, Makati City

Tel No. : 88998625 / 02-8899-8625

TIN : 000-169-318-000

P.O. No. : **PO-23-03-041**

Date : 30-March-2023

Mode of Procurement: **DIRECT CONTRACTING**

Reference P.R. No. : **PR-23-03-213**

AB No. :

Attention : **SANDY MAY G. TENDING**
 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, GSI BLDG. ROXAS BLVD. PASAY CITY

Date of Delivery :

Delivery Term : **30 DAYS**

Payment Term : **Government Terms**

Warranty : -

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	TONER CARTRIDGE, CYAN, TK-5275C for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	3	11,025.00	33,075.00
2	PIECE	TONER CARTRIDGE, MAGENTA, TK-5275M for Kyocera Ecosys Color laser Printer, Ecosys P6230c dn	3	11,025.00	33,075.00
3	PIECE	TONER CARTRIDGE, YELLOW, TK-5275Y for Kyocera Ecosys Color laser Printer, Ecosys P6230c dn	3	11,025.00	33,075.00
4	PIECE	TONER CARTRIDGE, BLACK, TK-5275K for Kyocera Ecosys Color laser Printer, Ecosys P6230cdn	3	10,475.00	31,425.00
Nothing Follows					

4/17/23

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By: *[Signature]* Time: 11:12
 Administrative Management Bureau
 OMC 200-2023-04-2486 P130,650.00
 April 12, 2023

LEGISLATIVE ACCOUNTING SERV
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 APR 13 2023
 BY: *[Signature]* TIME 9:46 AM

(Total amount in words) One Hundred Thirty Thousand Six Hundred Fifty 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: _____

Signature over Printed Name of Supplier _____ **ATTY. RENATO N. BANTUG JR.**
 SENATE SECRETARY

Date _____ *[Signature]* April 2023

Fund Cluster: _____

Funds Available: _____

JUDITH C. JEBULAN
 Director III, Legislative Accounting Service
 Signature over Printer Name of Chief Accountant *[Signature]*

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: DIRECT CONTRACTING

RECEIVED
PROPERTY and PROCUREMENT SERVICE

APR 18 2023

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.

CONFORME :

(Name of Company)

(Signature over Printed Name of Authorized Representative)