



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
 GENERAL SOLANO STREET, SAN MIGUEL, MANILA

PURCHASE ORDER NO. 2024-069

Supplier: **Promopro Expert OPC** Date: **NOV 26 2024**
 Address: 48 Samat St., cor Biak na Bato Street
 Quezon City
 Mode of Procurement: NP -Small Value Procurement
 TIN: 652-041-641-00000

Gentlemen:
 Please deliver the article(s) product(s)/supplies/materials listed below priced in accordance with your Price Quotation, subject to the Terms and Conditions enumerated at the back hereof.

Place of Delivery:
 DBM Central Office - General Solano Street, San Miguel, Manila

Delivery Term: The items shall be delivered within fifteen (15) workdays or as agreed upon from receipt of the letter order/online order from the Director of the DBM-Administrative Service.

Payment Term: Payment shall be made through Landbank's LDDAP- ADA / Bank Transfer facility within Sixty (60) days after submission of Billing and User Inspection and Acceptance of the Product. Bank Transfer fee shall be charged against creditor's account.

The period for the performance of the obligations under the contract shall be for twelve (12) months from receipt of the Notice to Proceed, but not beyond the validity of the appropriation for the project.

Stock No.	Unit	Item and Description / Specification	Total Quantity	Unit Cost	Amount
	pieces	Procurement of Clear Document Frames Lot 1: Supply and Delivery of Clear Document Frames for the CY 2024 Implementation of DBM's Rewards and Recognition System FRAME -Clear/Acrylic document frame -Fit for A4-size paper (8.27" x 11.69") PACKAGING -Bubble wrapped and in individual white cardboard giftbox DELIVERY -One-time full delivery <i>*nothing follows*</i>	80	₱695.00	₱55,600.00

(Total Amount In Words)
Fifty Five Thousand Six Hundred Pesos only **₱55,600.00**

"In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent (1%) **of the cost of the delayed goods** for every day of delay shall be imposed."

Conforme:

[Redacted Signature]

Signature over Printed Name of Supplier

Dec - 2, 2024

Date

Very truly yours,

[Redacted Signature]

RAMON VICENTE B. ASUNCION
 Assistant Secretary, Internal Management Group and
 Concurrent Director IV, Administrative Service
 Authorized Official

Funds Availability Certified by: **JEFFREY D. GALARPE**
 Chief Accountant - Finance Service

OS No : 02101102024-11-3799
 Amount : ₱55,600.00
 Date : 11/25/24

Distribution of Copies:
 / / Original copy for the Supplier's Conforme
 / / Agency's Central Supply and Property Section/EUR for IAR and Payment Processing
 / / COA Auditor
 / / AS-PMD Copy for file

**TERMS AND CONDITIONS
(PURCHASE ORDER)**

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.

2. AWARDEE 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 (PO). Failure by the AWARDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the Next Lowest Responsive Proposal, as determined by the DBM Bids and Awards Committee and approved by the Secretary of Budget and Management or his duly authorized representative.

3. The Goods shall only be delivered by the Supplier at the Property Section, General Services Division of the Procuring entity's Administrative Service located at Ground Floor, DBM Bldg. III, Gen. Solano St., San Miguel, Manila, not later than 10:00 am up to 3:00 pm on the date of delivery as indicated in PO.

Moreover, the delivery schedule as indicated in the PO may be modified at the option of the Procuring Entity, with prior due notice, written or verbal, to the Supplier.

4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but failed to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum period of fifteen (15) calendar days to make good his delivery. Thereafter if AWARDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from that AWARDEE, without prejudice to the imposition of liquidated damages. The DBM shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the imposition of other sanctions as prescribed under R.A. 9184 and its IRR.

5. The Goods delivered are accepted by the Procuring Entity as to quantity only. However, inspection as to the Goods' compliance with the technical specifications, and its order and condition, will be done in the presence of the representatives of both Supplier and Procuring Entity within three (3) working days from the date of delivery upon prior due notice, written or verbal, to the authorize representative of the Supplier. The inspection will push through as scheduled even in the absence of the Supplier's representative, if the latter was duly notified. In which case, the results of the inspection conducted by the Procuring Entity shall be final and binding upon the Supplier.

6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be, if applicable, subject to liquidated damages and to the terms and conditions prescribed under item 4 hereof.

7. Supplier shall guarantee the deliveries to be free from defects. Any defective item(s)/product(s) that may be discovered by the DBM within seven (7) working days after acceptance of the same shall be replaced by the supplier within seven (7) working days or until stocks are available upon receipt of a written notice. Beyond the said time frame, defective units will be picked up by the supplier for assessment.

8. A penalty of one-tenth of one percent (0.001) of the cost of the unperformed portion for everyday of delay.

The maximum deduction shall be ten percent (10%) of the amount of contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the procuring entity may rescind the contract, without prejudice to other courses of action and remedies open to it. The Procuring Entity may also rescind the contract and impose 10% of the amount of the contract as liquidated damages, upon non-performance by the Supplier of any of its obligations under the contract

The imposition of liquidated damages in all instances shall be automatic, except upon prior request for extension and approval thereof by the Procuring Entity before the scheduled delivery date. Any request for extension not acted upon before delivery date shall be considered denied.

9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.

10. The technical specifications, bid proposal and other documents required from the AWARDEE shall form part of this Purchase Order.

11. The Head of the Agency reserves the right to reject any and all Bids, declare a failure of bidding, or not award the contract as prescribed under Section 41 of Republic Act No. 9184, otherwise known as the Government Procurement Reform Act of 2003.

12. The period for the performance of the obligations under this Contract shall not go beyond the validity of the appropriation for this Project.

13. In compliance with Section 4.3 of Appendix 33 of the 2016 Revised IRR of RA No. 9184 and consistent with Administrative Order No. 34, s. 2020, the DBM shall publish in its official website and social media platform the following post-award information:

- a.) Project name;
- b.) Approved budget for the contract;
- c.) Contract period;
- d.) Name of the winning bidder and its official business address;
- e.) Amount of contract awarded;
- f.) Date of award and acceptance; and
- g.) Implementing office/unit/division/bureau of the concerned agency or instrumentality.

Accepted By



AWARDEE

REPUBLIC OF THE PHILIPPINES)
CITY OF MANILA) S.S.

BEFORE ME, a Notary Public for and in the City of Manila, Philippines on this _____ day of _____, 2024, personally appeared _____ known to me to be the same person who accepted the foregoing Terms and Conditions of a Purchase Order and who acknowledged to me that the same is his free and voluntary act and deed and of the entity that he represents.

This Instrument refers to a _____ consisting of _____ (____) pages including this page and its Annexes, signed by the parties and their material witnesses.

WITNESS MY HAND AND SEAL this _____ day of _____, 2024.

Doc No _____;
Page No _____;
Book No _____;
Series of 2024.



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE TO PROCEED

NOV 20 2024

MS. BETTY SIA

Promopro Expert OPC
48 Samat St., cor. Biak na Bato St.
Quezon City

Dear Ms. Sia,

Per attached Purchase Order No. 2024-069, we hereby notify you that your office may proceed with the delivery of the project, **"Procurement of Clear Document Frames Lot 1: Supply and Delivery of Clear Document Frames for the CY 2024 Implementation of DBM's Rewards and Recognition System"** upon receipt and acceptance of this Notice.

In this regard, your Office shall coordinate with our Administrative Service-Human Resource Management Division (AS-HRMD) to ensure compliance with the item specification, and the terms stated at the back of the Purchase Order.

Very truly yours,

RAMON VICENTE B. ASUNCION

Assistant Secretary, IM and Concurrent
Director IV, Administrative Service

Conforme:

Authorized Representative

Promopro Expert OPC

Date: Dec. 2, 2024



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF BUDGET AND MANAGEMENT
GENERAL SOLANO STREET, SAN MIGUEL, MANILA

NOTICE OF AWARD

08 NOV 2024

MS. BETTY SIA

Promopro Expert OPC
48 Samat St., cor. Biak na Bato St.
Quezon City

Dear Ms. Sia,

We are pleased to inform you that the Project, **"Procurement of Clear Document Frames Lot 1: Supply and Delivery of Clear Document Frames for the CY 2024 Implementation of DBM's Rewards and Recognition System"** is hereby awarded to your company in the amount of Fifty Five Thousand Six Hundred Pesos only (Php 55,600.00).

Based on the evaluation of your submitted documents, the Administrative Service finds your submission as the single calculated and responsive quotation for the said project.

Thank you and God Bless.

Very truly yours,

[Redacted Signature]

RAMON VICENTE B. ASUNCION

Assistant Secretary, IM and Concurrent
Director IV, Administrative Service

Conforme:

[Redacted Signature]

Authorized Representative
Promopro Expert OPC

Date: Nov. 11, 2024