

**PURCHASE ORDER**  
**SENATE OF THE PHILIPPINES**  
 Entity Name

*JUN 03 2020*  
*1:20 pm*

Supplier: <b>ADVANCE COMPUTER FORMS, INC.</b>	P.O. No.: <b>PO-20-05-025</b>
Address: 1001 GP Sulok St., Barangay Ugong, Valenzuela City, Metro Manila, Trunkline: 518-8888	Date: 27-May-2020
Tel No.: 0917-3545133 /	Mode of Procurement: OTHERS
TIN: 002-925-923-000	Reference P.R. No.: <b>PR-20-05-164</b> EDP-MIS OG
	AB No.:

Attention: Eden M. Palafox  
 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: <b>Rm. 401 Property and Procurement Service</b> <b>SENATE OF THE PHILIPPINES, GSIS BLDG. ROXAS BLVD. PASAY CITY</b>	Delivery Term: <b>7 DAYS</b>
Date of Delivery:	Payment Term: <b>Government Terms</b>
	Warranty: <b>-</b>

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	BOX	Specifications per PR: <b>CONTINUOUS FORM, 5 ply</b> <ul style="list-style-type: none"> <li>• 11 x 14 - 7/8</li> <li>• PLAIN CARBONLESS WITH BOTH SIDE PERFORATION</li> <li>• NO NUMBERS</li> <li>• 250 SETS/BOX</li> </ul> <p align="center">----- Nothing Follows -----</p>	50	1,450.00	72,500.00

*200-2020-6-2519*      *72,500.-*

SENATE OF THE PHILIPPINES  
**RECEIVED**  
 JUN 03 2020  
 BY: *[Signature]* TIME *2:15pm*  
 OFFICE OF THE DEPUTY SECRETARY  
 ADMINISTRATIVE AND FINANCIAL SERVICES

Page 1 of 1      **Grand Total: P72,500.00**

(Total amount in words)      Seventy-Two Thousand Five 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: *[Signature]*

Signature over Printed Name of Supplier: \_\_\_\_\_ **ATTY. MYRA MARIE D. VILLARICA**  
 SENATE SECRETARY

Date: \_\_\_\_\_

Fund Cluster: _____	ORS/BURS No.: _____
Funds Available: _____	Date of the ORS/BURS: _____
Signature over Printer Name of Chief Accountant: <b>RHODORA R. ALINDADA</b>	Amount: _____

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF CANVASS NO. (PCF-20-05-020) OPENED ON (05/26/2020) AND AWARD DTD (05/26/2020)

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. Retention money deducted from payment to be made (10% of the contract price);
  - b. Bank guarantees (10%) of contract price;
  - c. Surety bond secured from insurance firms accredited by the Office of the Insurance Commission (30% of contract price); or
  - d. Cash deposit, cash bond or letter of credit (15% of 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.

C O N F O R M E :

\_\_\_\_\_  
(Name of Company)

\_\_\_\_\_  
(Signature over Printed Name of  
Authorized Representative)