

PURCHASE ORDER
SENATE OF THE PHILIPPINES
Entity Name

Supplier : ACCESSORIES AND SUPPLIES DEPOT, INC.	P.O. No. : PO-20-08-048
Address : 110 Labo St. Brgy. Salvacion, Laloma, Quezon City	Date : 24-August-2020
Tel No. : 5162133 / 559-4941	Mode of Procurement: SHOPPING
TIN : 005-679-268-000	Reference P.R. No. : PR-20-06-198
	OSLC
	AB No. : AB-20-06-005

Attention : KYRA D. EBOJO
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	Delivery Term : 30 working days
Date of Delivery : _____	Payment Term : Government Terms
	Warranty : -

Stock No.	Unit	Description	Quantity	Unit Cost	Amount
1	PIECE	TONER CARTRIDGE, HP CE255A (55A), Black, original, for HP LaserJet P3015, P3015d, P3015dn, P3015n, P3015x, P3016 ----- Nothing Follows -----	1	7,600.00	7,600.00

9/10

200-2020-9-4557

7,600.-

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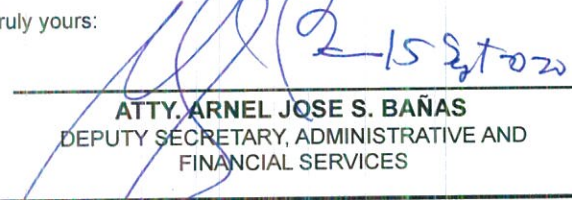
SENATE OF THE PHILIPPINES
RECEIVED
SEP 15 2020
BY _____ TIME 2:00 PM
OFFICE OF THE DEPUTY SECRETARY
ADMINISTRATIVE AND FINANCIAL SERVICES

RECEIVED
PROCUREMENT SECTION, PPS
9-15-20
142 Time 3:20

Page 1 of 1 **Grand Total: P7,600.00**

(Total amount in words) Seven Thousand Six 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 over Printed Name of Supplier **ATTY. ARNEL JOSE S. BAÑAS**
DEPUTY SECRETARY, ADMINISTRATIVE AND FINANCIAL SERVICES

Fund Cluster: _____ Date: _____
Funds Available: _____
Signature over Printer Name of Chief Accountant **RHODORA R. ALINDADA**
OIC, Legislative Accounting Service
ORS/BURS No. : _____
Date of the ORS/BURS: _____
Amount : _____

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-20-06-005) OPENED ON 7/15/2020 AND PER BAC ADVISORY RE AWARD DTD 7/29/2020

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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)