

NOTICE TO PROCEED

01 December 2020

MS. THERESE M. DABAO
Authorized Representative
CD TECHNOLOGIES ASIA, INC.
No. 66 A&B, San rafael St.
Barangay Kapitolyo, Pasig City
Metro Manila

Subject: **NOTICE TO PROCEED**
Procurement of the Annual Renewal of Lex Libris Software
for BCDA Legal Services Department

Dear **Ms. Dabao**:


With the approval of Purchase Order No.001686 (attached), notice is hereby given to **CD TECHNOLOGIES ASIA, INC.**, to proceed with the supply and delivery of the Annual Renewal of Lex Libris Software for the BCDA Legal Services Department, according to the terms and conditions of the said PO within fifteen (15) calendar days upon receipt of Notice Proceed.

Please indicate your concurrence by signing the Notice to Proceed on the space below "Conforme" and return the same upon signing.

Very truly yours,

 12-11-2020
AILEEN AN. R. ZOSA
Executive Vice President

Conforme:


MS. THERESE M. DABAO
Authorized Representative
Date: December 11, 2020

FG2020-0475



PURCHASE ORDER

PO Number P0001686

(Please quote this number on all related correspondence, delivery/shipping papers and invoice)

TO: CD TECHNOLOGIES ASIA INC. 66 A & B SAN RAFAEL ST BRGY KAPITOLYO PASIG CITY Contact Name: Tel No.: TIN: 003872096000	DELIVER/SHIP TO: Bases Conversion and Development Authority 2F Bonifacio Technology Center 31st Street corner 2nd Avenue BGC Taguig NCR 1634 Contact Name: Procurement Division Tel No.: 8575-1700 Fax No.: 8816-0978 TIN: 002-219-694-000
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PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
11/27/2020	0001380	Information Services Department	Direct Contracting	11/27/2020	One (1) Year	CREDIT 30
Item	Quantity	Unit	Description	Unit Cost	Amount	
1	1.00	LOT	LEX LIBRIS LICENSE, ANNUAL RENEWAL, (SCOPE OF SERVICES / LICENSES PROVIDED AS PER ATTACHED PROPOSAL)	205,072.00	205,072.00	

NOTE: ICTD-LEX LIBRIS LICENSE RENEWAL
PURCHASE REQUEST NO. 0002191

PESOS: TWO HUNDRED FIVE THOUSAND SEVENTY TWO AND 00/100 PESOS ONLY	205,072.00
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Terms and Conditions:

This Purchase Order (PO) shall be governed by the General Terms and Conditions printed at the back hereof


Note: Please attach the original copy of this order together with the DELIVERY RECEIPT and SALES INVOICE in the triplicate.

FUNDS AVAILABLE:


12-10-2020


HEDDA Y. RULONA
 Vice President
 Budget and Revenue Allocation Department

Approved by:


BGEN CARLOS F. QUITA (RET)
 Senior Vice President, CSG


Recommended by:


ARISTOTLE E. GUERRERO
 Officer-in-Charge, PPMD

I hereby certify that I am authorized representative of the company and that by affixing my signature, it shall bind the company I am representing to the terms and conditions of the PO and all applicable provisions of RA 9184 and its revised IRR and other applicable government rules.

I further certify that the above prices, which were quoted in the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery.

CONFORME:


THERESE M. DABAO

Date Received: December 11, 2020

Printed Name and Signature of Authorized Representative

(The supplier shall sign and return the acknowledgement copy to BCDA-Procurement or through fax within five (5) working days after issuance.)

KINDLY REFAX TO 5751785 OR EMAIL TO ifdavid@bcda.gov.ph THANKS.

TERMS AND CONDITIONS

1. Obligations of Supplier (Awardee)

- a. Cause the signing of the approved Purchase Order (PO) by the authorized representative of the company.
- b. Deliver the Goods within the agreed date of delivery, reckoned from the date the PO was signed in "Conforme" by the authorized representative of the supplier.
- c. Submit the original copy of the PO supported by the Delivery Receipt and Sales Invoice (in triplicate) for the processing of payment.

2. Obligations of BCDA

- a. Acknowledge receipt of Goods delivered, if found in accordance with the technical specifications.
- b. Pay the Supplier according to the terms of Payment in the PO.
- c. Facilitate of Issuance of gate pass, if necessary.

3. Penalty Clause

- a. Liquidated damage in the amount of one-tenth (1/10th) or one percent (1%) of total value of the contract shall be deducted for each day of delay and failure of the contractor/supplier to make the delivery within the specified date of each delivery.
- b. In case of partial delivery a liquidated damage in the amount of one tenth (1/10) or one percent (1%) of total value of the undelivered portion of the contract shall be deducted for each day of delay for failure of the contractor/supplier to to make the delivery within the specified date of each delivery.
- c. Facilitate of Issuance of gate pass, if necessary.

4. Contract Termination

The BCDA may terminate the contract for the reason of default in any of the following conditions:

- a. Failure by the winning supplier to accept the award or refusal to sign the PO in "Conforme by" the authorized representative.
- b. Outside of force majeure, failure of the Supplier to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within the extension thereof granted by the BCDA pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price (Section IIIA. 1.b, Appendix 4 of the revised IRR).
- c. As a result of force majeure, failure of the Supplier to deliver or perform any or all of the Goods, amounting to at least (10%) of the contract price, for the period of not less than sixty (60) calendar days after receipt of the notice to the BCDA stating that circumstance of force majeure is deemed to have ceased (Section IIIA. 1.b, Appendix 4 of the revised IRR)
- d. Failure of the Supplier to perform any other obligations under the Contract (Appendix 4, Section IIIA. 1.C, Appendix 4 of the revised IRR).

5. Blacklisting of Supplier

For refusal to accept an award, or enter into contract or perform the obligations as agreed, without justifiable cause after it has been adjudged as having the Lowest Calculated and Responsive Bid (LCRB), BCDA shall include the winning Supplier in the list of BCDA Blacklisted Suppliers for the period of one (1) year.

24 November 2020

MS. THERESE M. DABAO

Authorized Representative
CD TECHNOLOGIES ASIA, INC.
No. 66 A&B, San Rafael St.
Barangay Kapitolyo, Pasig City
Metro Manila

Subject: **NOTICE OF AWARD**
Procurement of Annual Renewal of Lex Libris Software for BCDA Legal
Services Department

Dear **Ms. Dabao**:

The Bases Conversion and Development Authority (BCDA) hereby awards the contract for the **Procurement of Annual Renewal of Lex Libris Software for BCDA Legal Services Department** to **CD TECHNOLOGIES ASIA, INC.** through Direct Contracting in the amount of **TWO HUNDRED FIVE THOUSAND SEVENTY-TWO PESOS (PhP205,072.00)**, inclusive of all applicable taxes and fees.

You are therefore required, within ten (10) calendar days from the receipt of this Notice of Award, to:

1. Formally enter into contract with BCDA and comply with all the documentary requirements; and
2. Post a Performance Security denominated in Philippine Pesos in any of the form and in the amount stipulated in Section 39.2 of the revised IRR of RA 9184 which shall be posted in favor of BCDA and which shall remain valid until the issuance of Certificate of Final Acceptance, as follows:

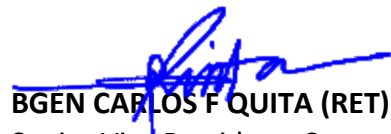
FORM OF PERFORMANCE SECURITY	AMOUNT OF PERFORMANCE SECURITY (Equal to Percentage of the Total Contract Price)
a. Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five percent (5%)

b. Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank: Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c. Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security; and/or	Thirty percent (30%)

Failure to enter into said contract and/or provide the Performance Security shall constitute sufficient ground for cancellation of the award.

Thank you.

Very truly yours,



BGEN CARLOS F QUITA (RET)

Senior Vice President, Corporate Services Group

Date: _____

Conforme:



MS. THERESE M. DABAO

Authorized Representative

Date: November 26, 2020