



# PURCHASE ORDER

PO Number **2024-12-001**

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

<b>TO:</b> DACO SALES CCRP. 5 FELIX MANALO ST., PINAGKAISAHAN DISTRICT 4, QUEZON CITY  Contact Name:  Tel No.: TIN: 00521476700000		<b>DELIVER/SHIP TO:</b> 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	Delivery Term	Payment Term
12/12/2024		Property and Procurement Management Division	SVP	One (1) Year	CREDIT 30

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	5,460.00	PC	SUPPLY AND DELIVERY OF PURIFIED DRINKING WATER FOR BCDA OFFICES, TAGUIG CITY CY 2025 TYPE OF WATER: PURIFIED, AT LEAST 16 STAGES REVERSE OSMOSIS SYSTEM CONTENT: 5-GALLON PER CONTAINER COVERING PERIOD: ONE (1) YEAR SUPPLY FROM JAN.1, 2025 TO DEC.31, 2025 QUANTITY: ONE-HUNDRED (100) CONTAINERS PER WEEK WATER DISPENSER: EIGHTEEN (18) UNITS HOT AND COLD PRICE: UNIT COST PER FIVE (5) GALLON (INCLUSIVE OF ALL APPLICABLE TAXES) DELIVERY: AT LEAST TWICE A WEEK AND MAY VARY DEPENDING ON THE ACTUAL CONSUMPTION DELIVERY PLACES: -BCDA CORPORATE CENTER OFFICE, 2F BONIFACIO TECHNOLOGY CENTER (BTC) BLDG., 31ST ST., CORNER 2ND AVE. BGC, TAGUIG CITY; AND -BCDA OFFICE, PAMAYANANG DIEGO SILANG, BRGY. USUSAN, TAGUIG CITY	45.00	245,700.00

NOTE: PPM- PROCUREMENT OF DRINKING WATER BTC OFFICE PURCHASE REQUEST NO. 24-154

<b>PESOS: TWO HUNDRED FORTY FIVE THOUSAND SEVEN HUNDRED AND 00/100 ONLY</b>	<b>245,700.00</b>
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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.*

<b>FUNDS AVAILABLE:</b>  <u>SHERRYL T. CORPUZ</u> Officer-In-Charge Budget and Revenue Allocation Department	<b>Approved by:</b>  <u>ATTY. GISELA Z. KALALO</u> Executive Vice President
	<b>Recommended by:</b>  <u>MARIA JOSEFINA V. PE</u> Officer-In-Charge, OSVP CSG

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:** Soanna Yong Wok  
Printed Name and Signature of Authorized Representative

Date Received: 12/17/24  
*(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 [apgonzales@bcda.gov](mailto:apgonzales@bcda.gov). 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 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.

