

Republic of the Philippines


Senate

J O B O R D E R

Requesting Dept./Group: **LEGISLATIVE BILLS & INDEX SERVICE**
 P.R. No. **PR-22-10-995**

Job Order No.: **JO-22-12-082**
 Date: **16-December-2022**

TO **INNOGEN CONCEPTS ENTERPRISE**
 126 BRYANT ST. MONTGOMERY PLACE, 222 E RODRIGUEZ
 SR. AVE, KALUSUGAN QUEZON CITY
 85100100, 09167599523
 Attention To: **CYNTHIA ONG**
 TIN **334-032-331-000**

Certified Funds Available:

JUDITH C. JEBULAN
 Director III, Legislative Accounting Service

Immediately upon receipt of this order, please effect the immediate undertaking of the hereunder described work, to wit;

Quantity	Unit	Job Order	Unit Price	Total
60	PIECE	FLASH DRIVE, Card Type CUSTOMIZED FLASH DRIVE, CARD TYPE (60 pcs.) Material: PVC At least 8GB capacity Flip tab or slide tab Front and back personalized color print 1 year warranty on parts and chips Leatherette card wallet case with Senate Logo (Maroon color) Please see attached design ----- Nothing Follows -----	490.00	29,400.00

RECEIVED

JAN 04 2023

By:  Time: 11:42
 Administrative Management Bureau

RECEIVED
 PROCUREMENT SECTION, PPS
 1-5-23
 MZ TIME: 9:45

SENATE OF THE PHILIPPINES
 RECEIVED
 JAN 05 2023
 OFFICE OF THE DEPUTY SECRETARY
 ADMINISTRATIVE AND FINANCIAL SERVICES
 LEGISLATIVE ACCOUNTING SERVICE
 DEC 20 2022
 TIME: 8:50 P
 TIME: 1:45 PM

OKS 200-2022-12-10840. P 29,400.00
 Dec. 19, 2022

(Total amount in words)

Twenty-Nine Thousand Four Hundred Pesos Only

The above award is based from the result of the canvass/bidding conducted by this office in which your offer was considered the lowest and/or with terms most advantageous to the government among the proposals submitted.

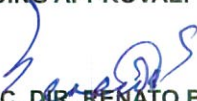
It is understood that this project shall not be sub-constructed or sub-leased in parts or in whole without prior approval of this office.

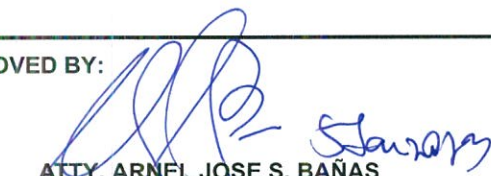
Violation of the above conditions shall be subject to penalties as may be prescribed either in the form of fines or revocation of the Contract/Job Order or both, depending upon the gravity of the violation.

It is understood that the job must be completed **30 DAYS**

RECOMMENDING APPROVAL:

APPROVED BY:


EXEC. DIR. RENATO B. CHUA
 EXECUTIVE DIRECTOR, ADMINISTRATIVE
 AND FINANCIAL SERVICES


ATTY. ARNEL JOSE S. BAÑAS
 DEPUTY SECRETARY, ADMINISTRATIVE AND
 FINANCIAL SERVICES

NOTE: The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

Remarks: NOTE: PO TYPEWRITTEN BY PPS PER APPROVED ABSTRACT OF BIDS NO. (AB-22-11-282) OPENED ON 12/5/2022 AND PER BAC ADVISORY RE AWARD DTD 12/5/2022

errazon
 12/16/2022 / 10:47:33AM

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. For Goods (*GPPB Res. No. 30-2017 dated May 30, 2017, amending Sec. 62.1 of 2016 IRR, R.A. 9184*):
 - i. Retention money deducted from payment to be made is five percent (5%) of every progress payment).
 - ii. Special bank guarantee is five percent (5%) of the total contract price.
 - b. For Infrastructure Projects (*Sec. 62.2.3.3, 2016 Revised IRR, R.A.9184*):
 - i. Cash or Letter of Credit issued by a Universal or Commercial Bank: Provided, however, that the Letter of Credit shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank (Five percent (5%) of the total contract price).
 - ii. Bank guarantee confirmed by a Universal or Commercial Bank (Ten percent (10%) of the total contract price).
 - iii. Surety bond callable upon demand issued by GSIS or a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security (Thirty percent (30%) of the total 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.
 12. The approved Purchase Order (P.O.) / Job Order (J.O.) shall be sent through email to the winning bidder or its authorized representative and it will serve as official notice to them. Upon receipt of the email notification, the winning bidder shall acknowledge within two (2) days and respond to the said email by signing the P.O. or J.O. and resending it to the Senate Property and Procurement Service through email. This will serve as the reckoning date for the delivery period stated in P.O. or J.O., otherwise, the reckoning date will be the date of email to the supplier or its authorized representative.

C O N F O R M E :

(Name of Company)

(Signature over Printed Name of
Authorized Representative)