

**NOTICE TO PROCEED**

16 April 2021

**MS. ADELIANA SY-LU**  
Authorized Representative  
**Integrated Computer Systems, Inc.**  
Limketkai Building, Ortigas Ave, San Juan  
1502 Metro Manila

Subject: **NOTICE TO PROCEED**  
**BCDA IT Equipment and Software 2021**

Dear **MS. SY-LU**:

With the approval of Purchase Order No 001870 (attached), notice is hereby given to **Integrated Computer Systems, Inc.**, to proceed with the supply and delivery of the **Procurement of BCDA IT Equipment and Software 2021** for BCDA, according to the terms and conditions of the said PO within Sixty (60) working days upon receipt of this 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,

  
**AILEEN AN. R. ZOSA**

Executive Vice President and Chief Operations Officer

Conforme:

  
**MS. ADELIANA SY-LU**  
Authorized Representative

Date: April 20, 2021



# PURCHASE ORDER

**PO Number PO001870**

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

<p><b>TO:</b> INTEGRATED COMPUTER SYSTEMS, INC. 3/F RM 303 LIMKETKAI BUILDING ORTIGAS AVE., GREENH SAN JUAN CITY 1502</p> <p>Contact Name: Tel No.: TIN: 000055626000</p>	<p><b>DELIVER/SHIP TO:</b> Bases Conversion and Development Authority 2F Bonifacio Technology Center 31st Street corner 2nd Avenue BGC Taguig NCR 1634 Attn: Procurement Division</p> <p>Contact Procurement Division Tel No.: 8575-1700 Fax No.: 8816-0978 TIN: 002-219-694-000</p>
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PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
4/15/2021	0001564	Information Services Department	Public Bidding	4/15/2021	Within 60 days from receipt of NTP	CREDIT 30

Item No.	Quantity	Unit	Description	Unit Cost	Amount
1	60.00	UNIT	NOTEBOOK/LAPTOP, NOTEBOOK 13"	59,588.00	3,575,280.00
2	43.00	UNIT	NOTEBOOK/LAPTOP, NOTEBOOK 15"	68,755.00	2,956,465.00
3	3.00	UNIT	PC WORKSTATION, DESKTOP	104,222.00	312,666.00
4	4.00	UNIT	PC WORKSTATION, LOTOP 15"	130,633.00	522,532.00
5	2.00	UNIT	PRINTER, PORTABLE	20,800.00	41,600.00
6	2.00	UNIT	PRINTER, ALL IN ONE	42,925.00	85,850.00
7	1.00	PIECE	PROJECTOR	61,743.00	61,743.00
8	8.00	LICENS	AUTO CAD LICENSE	94,165.00	753,320.00
9	2.00	LICENS	3D MODELLING AND RENDERING SOFTWARE	68,135.00	136,270.00
10	4.00	LOT	ADOBE CREATIVE CLOUD SUBSCRIPTION	57,732.00	230,928.00
11	1.00	LICENS	ADOBE PHOTOSHOP	24,427.00	24,427.00

NOTE: IT EQUIPMENT AND SOFTWARE FOR 2021  
PURCHASE REQUEST NO. 002154, ISD


<b>PESOS: EIGHT MILLION SEVEN HUNDRED ONE THOUSAND EIGHTY ONE AND 00/100 PESOS ONLY</b>	<b>8,701,081.00</b>
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**Terms and Conditions:**

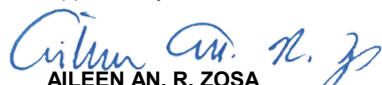
This Purchase Order (PO) shall be governed by the General Terms and Conditions printed at the back hereof

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

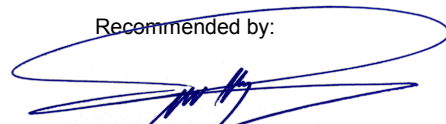
FUNDS AVAILABLE:

  
**HEDIA Y. RULONA**  
Vice President  
Budget and Revenue Allocation Department

Approved by:

  
**AILEEN AN. R. ZOSA**  
Executive Vice President and Chief Operations Officer

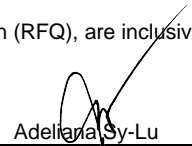
Recommended by:

  
**ARREY A. PEREZ**  
Senior Vice President, CSG *ag*

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:

  
Adelfiana Sy-Lu

Date Received:

April 20, 2021

Printed Name and Signature of Authorized Representative

**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.

*gsc*