

# PURCHASE ORDER

PO Number PO 000984

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

**TO:**

ORGANATURE CO.  
4 ILLINOIS ST. GREENHILLS  
SAN JUAN CITY 1502

Contact Name:  
Tel No.:  
Email Address:  
TIN: 771-987-691-0000  
Business Style: ORGANATURE CO.

**DELIVER/SHIP TO:**

Bases Conversion and Development Authority  
2F Bonifacio Technology Center  
31st Street corner 2nd Avenue BGC  
Taguig NCR 1634

Procurement Division  
Tel No.: 8575-1700  
Fax No.: 8816-0978  
TIN: 002-219-694-000  
Business Style: Bases Conversion and Development

| PO Date of Approval | PR No.   | Requesting Department                | Mode of Procurement                            | Delivery Term   | Payment Term |
|---------------------|----------|--------------------------------------|--|-----------------|--------------|
| 2/26/2025           | 0003848  | Human Resource Management Department | SVP  | 10 WORKING DAYS | CREDIT 30    |
| Item                | Quantity | Unit                                 | Description                                    | Unit Cost       | Amount       |
| 1                   | 400.00   | ITEM                                 | CORPORATE GIVEAWAYS FOR THE 2025 WOMEN'S MONTH | 270.00          | 108,000.00   |

**INCLUSIONS:**

- BAYONG (COLOR: PURPLE, SIZE: 10HX8W)
- WOVEN COIN PURSE/ORGANIZER (WOVEN/ABACA)
- ABANICO (COLOR: PURPLE)

NOTE: HUMAN RESOURCE MANAGEMENT DEPARTMENT (HRMD) PURCHASE REQUEST NO. 0001156 - PROCUREMENT OF CORPORATE GIVEAWAYS FOR THE 2025 WOMEN'S MONTH

PESOS: ONE HUNDRED EIGHT THOUSAND AND 00/100 PESOS ONLY 108,000.00

**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:

  
SHERRYL T. CORPUZ

Officer-In-Charge  
Budget and Revenue Allocation Department

Approved by:

  
ATTY. ELVIRA V. ESTANISLAO

Senior Vice President, CSG

Recommended by:

  
MARIA JOSEFINA V. PE

Vice President, PPMD

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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:

  
**KIRSTIN SANTIAGO**

Date Received:

**March 5, 2025**

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 [uatabion@bcda.gov.ph](mailto:uatabion@bcda.gov.ph) THANKS.**

Acknowledgement Certificate No. : AC\_126\_092024\_000662

Issued Date: September 25, 2024

Series Range : PO 000000 - PO 999999 

THIS DOCUMENT IS NOT VALID FOR CLAIM OF INPUT TAX

## 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.