



Republic of the Philippines  
DEPARTMENT OF HEALTH  
OFFICE OF THE SECRETARY  
**PURCHASE ORDER**

**Purchase and Printing of Notebook**

SVP No. 2020-054

**Work Habits Trading**

PO No.:

GOP-2020-11-114

Supplier:

Blk 1 lot 5B, Dandelion St., Greenwoods, Executive Village, Brgy. San Andres, Cainta

Date:

DEC 11 2020

Address:

Rizal

Telephone No.

8-710-2060 and 8-9290-2920

TIN

Mode of Procurement:

Small Value Modality

Sir/Madam:

Please furnish this office of the following articles subject to the terms and conditions contained herein:

Place of Delivery:

Department of Health (DOH) -Central Office Warehouse, Sta. Cruz, Manila

Delivery Term:

Date of Delivery:

Delivery period must be **Thirty (30) calendar days** upon receipt of approved Notice to Proceed (NTP) and approved sample proof

Mode of Payment:

Upon Delivery and Acceptance

Item No.	Unit	Description	Quantity	Unit Price	Amount
1	Piece	<b>Purchase and Printing of Notebook</b>  A. <b>Technical Specifications:</b> a. Title - Healthy Pilipinas - Notebook b. Kind: Notebook, Leather Hard Cover c. Program Logo: I. Font size: 20cm II. Font Style: Tragic Marker III. Color Palette: 55 AA79 d. Garter: 10 inch Length x 1cm Width e. Cover: Khaki f. Inner Pages: 100 sheets, 80 GSM g. Binding: Side Stitch with Perfect Binding h. Dimensions: 15.24cm (W) x 21.59cm (L) i. Print: I. Cover Front: Health Philippines Logo * All print are preferably printed directly in the materials  B. <b>Instruction before delivery:</b> Instruction before mass production: Sample subject for approval of EDU before mass production  C. <b>Upon delivery the following shall be complied:</b>  <b>Packaging Instructions:</b> a. Individually wrapped in plastic: Ten (10) pieces or notebooks per bundle  <b>Purpose:</b> For the use of Health Promotion and Communication Service (HPCS)  <b>Note:</b> Subject to the conditions stated in the Request for Quotation	5,000	98.00	490,000.00

**Four Hundred Ninety Thousand Philippine Pesos**

490,000.00

**Liquidated Damages (Section 68 of the Revised IRR of RA 9184):** All contracts executed in accordance with the Act and this IRR shall contain a provision on liquidated damages which shall be payable by the contractor in case of breach thereof. For the procurement of Goods, Infrastructure Projects and Consulting Services, the amount of liquidated damages shall be at least equal to one-tenth of one percent (0.001) of the cost of the unperformed portion for every day of delay. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, the Procuring Entity may rescind or terminate the contract, without prejudice to other courses of action and remedies available under the circumstances.

**Warranty (Section 62 of the Revised IRR of RA 9184):** In order to assure that manufacturing defects shall be corrected by the supplier, a warranty security shall be required from the contract awardee for a minimum period of three (3) months, in the case of Expensible Supplies, or a minimum period of one (1) year, in the case of Non-expensible Supplies, after acceptance by the Procuring Entity of the delivered supplies. The obligation for warranty shall be covered by either retention money in an amount equivalent to at least one percent (1%) but not to exceed five percent (5%) of every progress payment, or a special bank guarantee equivalent to at least one percent (1%) but shall not exceed five percent (5%) of the total contract price. The said amounts shall only be released after the lapse of the warranty period, or, in the case of Expensible Supplies, after consumption thereof. Provided, however, that the supplies delivered are free from patent and latent defects and all the conditions imposed under the contract have been fully met.

By Authority of Secretary of Health:

Conforme:

*THIRSHAL D. P. MANLITA*  
Signature Over Printed Name of Supplier  
(Authorized Representative)  
12-11-2020

*Beverly L. Lorraine*  
BEVERLY LORRAINE C. HO, MD, MPH  
Director IV  
Health Promotion and Communication Service

Fund Cluster:

Funds Available:

FILIPINA V. VELASQUEZ, CPA, MM

DIC-FMS ACCOUNTING DIVISION

ORS/BURS No.:

02-101101- 2020 - 12-06443

Date of the ORS/BURS:

12/15/20

Amount:

₱ 490,000.00

Signature over Printed Name of Chief Accountant/Head of Accounting Division/Unit

*[Signature]*