



Republic of the Philippines
SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE
 STII Building, DOST Complex, Bicutan, Taguig City
 Telefax No. 837-2071 local 2145

PURCHASE ORDER

Supplier : MICROBASE INCORPORATED	P.O. No. : 2021-09-018
Address : 3rd and 6th Floors, Casmer Bldg., 195 Salcedo St., Legaspi Village, Makati City	Date : September 28, 2021
Tel. No. : (632) 813-7603	Mode of
TIN : 000-132-736-000	Procurement : Sec. 52.1 (b) Shopping

Ma'am/Sir:
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : STII Bldg., DOST Complex General Santos Avenue Bicutan, Taguig City	Payment Term: 15 Working Days
Date of Delivery :	Delivery Term: 45 Calendar Days

Qty.	Unit	Description	Stock No.	Unit Cost	Amount
50	pcs	HU-7P A4Tech USB Headset		600.00	30,000.00
Total Amount:					30,000.00
(Total Amount in Words) Thirty Thousand Pesos Only					30,000.00

In case of failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one percent for every day of delay shall be imposed.

Very truly yours,

RICHARD P. BURGOS
 Director

Conforme:

 (Signature over Printed Name of Supplier)

 (Date)

Fund Cluster : **GAA**
 Funds Available: **02-101-2021-09-0567**

MA. AURORA FE L. DAYANGCO
 Accountant III

ORS/BURS No.: **02-101-2021-09-0567**
 Date of the ORS/BURS : **9/28/2021**
 Amount : **₱30,000-**

TERMS AND CONDITIONS

1. ALL PRICES QUOTED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF QUOTATION.
2. AWARDDEE shall be responsible for the source(s) of his supplies/materials/equipment shall make deliveries in accordance with schedule, quality and specifications of the award and purchase order. Failure by the AWARDDEE to comply with the same shall be ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
3. AWARDDEE shall pick up purchase order(s) issued in his favor within three (3) days after receipt of notice to that effect. A telephone call or fax transmission shall constitute an official notice to the AWARDDEE. Thereafter, if the purchase order(s) remain unclaimed, the said purchase order(s) shall be sent messengerial service to the AWARDDEE at the latter's expense. To avoid delay in the delivery of the requesting agency's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, he shall be extended a maximum of fifteen (15) calendar days under liquidated damages to make good his delivery. Thereafter if AWARDDEE has not completed delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance withdrawn from the AWARDDEE. The Procurement Service shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for his disqualification from future bids of the same or all items, without prejudice to the Imposition of other sanctions as prescribed under RA 9184 and its IRR-A.
5. All deliveries by suppliers shall be subject to inspection and acceptance by the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE. All necessary laboratory tests undertaken by the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE on the item(s) shall be for the account of the supplier.
6. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
7. Supplier shall guarantee his deliveries to be free from defects. Any defective item(s)/products(s), therefore that may be discovered by the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE within three (3) months after acceptance of the same, shall be replaced by the supplier with seven (7) calendar days upon receipt of a written notice to that effect.
8. A penalty of one-tenth of one percent (0.001) of the total value of the product(s)/goods purchased shall be deducted for each day of delay in the delivery of the product(s)/goods ordered.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTATION DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the SCIENCE AND TECHNOLOGY INFORMATION INSTITUTE.
11. All transactions are subject to withholding of creditable Value Added Tax (VAT) per Revenue Regulation No. 10-93.

Instructions to the User: