

PM

Republic of the Philippines  
Office of the President

# PURCHASE/JOB ORDER

# JHMC

JOHN HAY MANAGEMENT CORPORATION  
a member of The BCDA Group

PO/JO Number: 2024-121

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

<b>TO:</b> <b>ROWENA A. SANTOS</b> <b>#66 Upper East Kennon Road,</b> <b>Purok 1, Camp 7 Baguio City</b>  Contact Name: Tel No.: 09996775123 TIN:	<b>DELIVER/SHIP TO:</b> John Hay Management Corporation JHMC Office Complex JHSEZ Loakan Road Baguio City 2600 Contact Name: Tel No.: 074-444-5823 Fax No.: 074-444-5823 TIN: 004-025-168-000
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PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
7/25/2024	0001058	ARD-GRD	SVP	8/20/2024	TWENTY (20) CD UPON RECEIPT OF PO	COD

Item	Quantity	Unit	Description	Unit Cost	Amount
1	1.00	PIECE	Window 1, 72 x 72", with installation	16,200.00	16,200.00
2	1.00	PIECE	Window 2, 72 x 72", with installation	16,200.00	16,200.00
3	1.00	PIECE	Window 3, 40 x 40", with installation	7,200.00	7,200.00
4	1.00	PIECE	Window 4, 40 x 40", with installation	7,200.00	7,200.00
5	1.00	PIECE	Window 5, 36 x 36", with installation	4,050.00	4,050.00
6	1.00	PIECE	Window 6, 36 x 36", with installation	4,050.00	4,050.00
7	1.00	LOT	Dismantling Labor	5,500.00	5,500.00




NOTE: REPAIR AND MAINTENANCE OF JHMC OFFICE COMPLEX-DISMANTLING AND WINDOW INSTALLATION SSD OFFICE GDS-085

<b>PESOS:</b>	<b>SIXTY THOUSAND FOUR HUNDRED AND 00/100 PESOS ONLY</b>	<b>60,400.00</b>
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**Terms and Conditions:**

This Purchase/Job Order (PO/JO) 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.

<b>BUDGET AVAILABLE:</b>		Approved by:	
BUR NO. 02-2024-07-0707	JENNYLYN A. ESOSO Budget Officer	ATTY. MARLO IGNACIO V. QUADRA (for above PhP 35,000.00)	President and CEO
<b>FUNDS AVAILABLE:</b>		EDSEL U. COLCOL (for PhP 35,000.00 and below)	ASD Manager
CAF NO. CAF 24-07-129 8150S	JOSEPHINE Q. TECAN Accountant		

## TERMS AND CONDITIONS

### 1. Obligations of Supplier (Awardee)

- a. Cause the signing of the approved Purchase/Job Order (PO/JO) by the authorized representative of the company.
- b. Deliver the Goods within the agreed date of delivery, reckoned from the date the PO/JO was signed in "Conforme" by the authorized representative of the supplier.
- c. Submit the original copy of the PO/JO supported by the Delivery Receipt and Sales Invoice (in triplicate) for the processing of

### 2. Obligations of JHMC

- 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/JO.
- c. Facilitate of Issuance of gate pass, if necessary.

### 3. Penalty Clause

- a. Liquidated damage in the amount of one-tenth (1/10th) of 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) of 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
- c. Facilitate of Issuance of gate pass, if necessary.

### 4. Contract Termination

The JHMC 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/JO in "Conforme by" the authorized
- 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 JHMC 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. The JHMC may terminate the contract at any time if JHMC sees or evaluate that the services is no longer needed and/or for the reasons of default by the provider of its contractual obligations.
- e. Failure of the Supplier to perform any other obligations under the Contract (Appendix 4, Section IIIA. 1.C, Appendix 4 of the

### 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), JHMC shall include the winning Supplier in the list of JHMC Blacklisted Suppliers for the period of one (1) year