

## PURCHASE ORDER

Supplier: <b>LBC EXPRESS INC</b> Address: LBC SM Hypermarket G/F, 556 Pres. Osmena Highway, Finlandia St., Brgy. San Isidro, Makati City TIN: 0007-782-140-000 Account No.: 000-498-006-534 Telephone: 8-628-3776	P.O. # <b>023-02-019</b> Date: February 13, 2023  <b>Mode of Procurement:</b> NP - Small Value  Bank: BDO Email: <a href="mailto:pla04@teamlbc.com.ph">pla04@teamlbc.com.ph</a>
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Gentlemen:  
 Please furnish this Office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b> Date of Delivery:	<b>Delivery Term:</b> Duration of the Contract <b>Payment Term:</b> monthly billing Bank to bank
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount										
	Lot	<b>Procurement of:</b> Courier Service Provider for FY 2023 Duration of Contract: February 13, 2023 to February 12, 2024  <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <tr> <th colspan="2" style="text-align: center;">Location Destinations:</th> </tr> <tr> <th style="width: 30%;">Geographic Area</th> <th style="width: 70%;">Estimated Annual Number of Mails for Courier Delivery</th> </tr> <tr> <td style="text-align: center;">Manila/NCR</td> <td style="text-align: center;">3000</td> </tr> <tr> <td style="text-align: center;">Luzon</td> <td style="text-align: center;">3198</td> </tr> <tr> <td style="text-align: center;">Visayas/Mindanao</td> <td style="text-align: center;">2690</td> </tr> </table> Obligations of Service Provider: a. Daily pick-up of documents and other printed matter from the OSG, at 2:00pm, or as often as the need arises. b. Delivery of mails to the addressee/s of the OSG's documents and other printed matter w/in 1 calendar day, reckoned from the date of pick-up, to wit: - Within Metro Manila and nearby provinces (Region 3 & 4) - within one (1) calendar day; - Other parts of Luzon Region - within one (1) calendar day; - Any part of Visayas Region - within one (1) calendar day; - Any part of Mindanao Region - within one (1) calendar day; c. In instances where the addressee/s cannot be located, or delivery is not affected at the first attempt for the reasons not due to the fault of the <b>SERVICE PROVIDER, the latter shall pursue the delivery until three (3) attempts within the period specified as follows: (i) three (3) calendar days, if within Metro Manila, nearby provinces and other parts of Luzon; and, (ii) five (5) days, in any parts of Visayas and Mindanao Regions.</b>  d. Release of courier containing OSG document and other printed matters shall be made and received by any person of legal age at the given address e. Return to the OSG all unclaimed couriers containing the OSG documents and other printed matter within five (5) calendar days from the OSG's dispatch. f. Submit to the OSG within thirty (30) calendar days, reckoned from the OSG's dispatch the following: - <i>Delivery Status Report and Delivery Receipts duly acknowledged by the addressee/s or his/her authorized representatives, with signature over his/her printed name as proof that the addressee has received the document/printed matter.;</i>  - Other reports and relevant documents as may be required by the OSG; - Billing/Statement of Accounts on a monthly basis	Location Destinations:		Geographic Area	Estimated Annual Number of Mails for Courier Delivery	Manila/NCR	3000	Luzon	3198	Visayas/Mindanao	2690	1	Php 808,352.72	Php 808,352.72
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Geographic Area	Estimated Annual Number of Mails for Courier Delivery														
Manila/NCR	3000														
Luzon	3198														
Visayas/Mindanao	2690														

The following documents shall be deemed to form & be read & construed as part of this agreement:

- Technical Specifications / Terms of Reference
- Service Agreement provided by the Supplier
- Quotation of the Supplier

Total Amount in Words:

**Eight Hundred Eight Thousand Three Hundred Fifty Two Pesos & 72/100 Only**

**Php 808,352.72**

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,

  
**JESSICA L. CASTRO**  
CAO, Administrative Division

**EDITHA R. BUENDIA**  
Director IV, HRMAS

Conforme:

  
MARIA SARAH FRANCIS E. DYER

(Signature over printed name)

2/13/2023

(Date)

Funds Available:

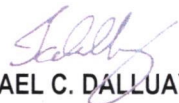
ALOBS 02-101101-2023-02-074

This is to certify that this procurement was posted at PhilGEPS in compliance with RA 9184

Amount:

₱ 808,352.72

  
**ARIEL J. UBIÑA**  
Chief Accountant

  
**ISRAEL C. DALLUAY**  
Administrative Assistant I