

PURCHASE ORDER

Supplier: LBC EXPRESS, INC - SM HYPERMART MAKATI (For the Account of: LBC EXPRESS INC) Address: G/F Hypermarket, 556 Pres. Osmena Hi-Way Finlandia St., Brgy San Isidro, Makati City TIN: 000-782-140-00000 Account No.: 0271-03-6868 Bank: LBP - ECOM, MOA Branch Telephone: (02) 7586-1043/09178554830 Email: pla04@teamlbc.com.ph	P.O. # 024-02 -030 Date: February 13, 2024 Mode of Procurement: Small Value Procurement
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Gentlemen: Please furnish this Office the following articles subject to the terms and conditions contained herein: Place of Delivery: OFFICE OF THE SOLICITOR GENERAL	Delivery Term: Within 30 days upon receipt of Purchase Order
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Date of Delivery:	Payment Term: Within 30 days upon issuance of Inspection and Acceptance Report (Bank to Bank)
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Stock No.	Unit	Description	Qty.	Unit Cost	Amount								
1	Year	Procurement of: COURIER SERVICE PROVIDER FOR FY 2024 Duration: February 13, 2024 to February 12, 2025 Location Destinations: <table border="1" style="width: 100%; margin-top: 5px;"> <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;">3379</td> </tr> <tr> <td style="text-align: center;">Luzon</td> <td style="text-align: center;">3200</td> </tr> <tr> <td style="text-align: center;">Visayas/Mindanao</td> <td style="text-align: center;">3207</td> </tr> </table>	Geographic Area	Estimated Annual Number of Mails for Courier Delivery	Manila/NCR	3379	Luzon	3200	Visayas/Mindanao	3207	1	Php 910,016.00	Php 910,016.00
Geographic Area	Estimated Annual Number of Mails for Courier Delivery												
Manila/NCR	3379												
Luzon	3200												
Visayas/Mindanao	3207												
Obligations of Service Provider: <ol style="list-style-type: none"> 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: <ul style="list-style-type: none"> - 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 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. 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: 													

Stock No.	Unit	Description	Qty.	Unit Cost	Amount
		<ul style="list-style-type: none"> - 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; - Other reports and relevant documents as may be required by the OSG; - Billing/Statement of Accounts on a monthly basis 			

Total Amount in Words: **Nine Hundred Ten Thousand Sixteen Pesos Only** Php **910,016.00**


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,


JESSICA L. CASTRO
 CAO, Administrative Division

EDITHA R. BUENDIA
 Director IV, HRMAS

Conforme:


ARELIA. ARZA B.
 (Signature over printed name)
02-13-24
 (Date)

Funds Available:


ARIEL J. UBIÑA
 Chief Accountant

ALOBS: 02-101101-2024-04-214
 Amount: ₱910,016.00

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


CHRISTIAN D. BUAT
 Admin Assistant I, Administrative Division