



OFFICE OF CIVIL DEFENSE

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QF-IPD-01

Quality Form

Revision No.

0

Effectivity Date

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Purchase Order

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Supplier	Elixir De La Vie Corporation	P.O. No.	CMS-PO-19-209
Address	2nd Flr. QSB Bldg., Sumulong Highway, Mayamot, Antipolo City	Date	28 October 2019
E-mail Address	elixirdlv.corp@gmail.com	Mode of Procurement	53.1b (Shopping)
Tel. No.	578-7755 / 0916-488-4893	TIN	007-079-127-000

Please provide this office the following services subject to the terms and conditions contained herein:

Location of Service:	Office of Civil Defense, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	30 days upon receipt of Notice to Proceed (NTP)
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1	pcs	Supply and Delivery of Office Equipments Clerical Chair Preferred color: Black Quality: brand new Quantity: 6 pcs Features: Gas-lift, 360 degree revolving base Warranty: At least one (1) year from final date of acceptance for parts and services, at least seven (7) day outright replacement Supplier must: provide brand new clerical chairs	6		11,136.00
2	pcs	Clerical Table Preferred color: Gray or white Quality: brand new Quantity: 4 pcs Features: Must be with center and side drawers Dimensions: at least 40 cm (l) x 90 cm (w) x 60 cm (h) Warranty: At least one (1) year from final date of acceptance for parts and services, at least seven (7) day outright replacement Supplier must: provide brand new clerical table install necessary appurtenances	4		14,632.00
3	pcs	Steel Cabinet / Shelves Preferred color: Any Quality: brand new, high quality steel capable of holding up to 100 kilograms per shelf Quantity: 1 pc Features: Must be able to hold/store various documents Adjustable Shelves Dimension: at least 100 cm (w) x 40 cm (d) x 180 cm (h) Supplier must: provide brand new cabinet/shelves install necessary appurtenances ***Send Bill Policy *** nothing follows ***	1		11,833.00
TOTAL COST					₱37,601.00

(Total Amount in Words): **THIRTY SEVEN THOUSAND SIX HUNDRED ONE PESOS ONLY**

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

Conforme:

Signature over printed name of Supplier
Date: 28 Oct 2019

Very truly yours,

BERNARDO RAFAELITO R ALEJANDRO IV
Director, Administrative and Financial Management Service

Funds Available:

LALAIN NECESARIO BARROGA
Chief, Accounting Section

OBS No.:
Amount:

02-701101-2019-10-0312
37,601.00