



OFFICE OF CIVIL DEFENSE

Quality Form

Purchase Order

Document: QF-IPD-01
 Revision No.: 0
 Effectivity Date: 2019.08.16
 Page No.: 1 of 1

Supplier	MARGA ENTERPRISES	P.O. No.	CMS-PO-19-170
Address	Blk9 Lot28A - Daffodil St. Loves Executive Village, Brgy. Dalig, Antipolo City	Date	2019.09.27
E-mail Address	sales.margaenterprises@gmail.com	Mode of Procurement	Sec. 53.9 (Small Value Procurement)
Tel. No.	656 2491 / 656 2495 / 212 0818 / 212 0835	TIN	009-226-461-000

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

Location of Service:	2nd Floor NDRRMC Annex Building, Camp General Emilio Aguinaldo, Quezon City	Delivery Term:	Upon issuance of Notice to Proceed
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1	month	Rental of 1 Unit Photocopier Machine Rental Date: October 2019 to December 2019 Functions: Must be able to copy, print and scan, reduce and enlarge documents to be copied Connectivity: Must be able to connect with multiple computers Features: • Touch Screen control panel • 12,000 print or copies per month • Minimum speed of 25 copies per minute • At least 600 x 600 dpi scan resolution • 25% to 400% zoom magnification • Maximum A3 Size Paper Storage: At least 128mb / 40gb HDD Memory Inclusion: • Delivery and Installatio • Supply of toner and spare parts • Cleaning, Repair and Labor Charges Terms and Conditions: • Rental Period: 3 months (Commercing from the date of issuance of NTP) • Warranty on parts and services on the duration of the rental Payment: Must accept SEND BILL policy as payment for services 1st Payment: After the end of 1st month of the lease 2nd Payment: After the end of 2nd month of the lease 3rd Payment: After the end of 3rd month of the lease *** nothing follows ***	3	6,960	20,880.00
				TOTAL COST	₱20,880.00

(Total Amount in Words): **TWENTY THOUSAND EIGHT HUNDRED EIGHTY 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: *Dennis R. Loo*
 Signature over printed name of Supplier
October 1, 2019
 Date

Very truly yours,
Bernardo Rafaelito B. Alejandro IV
BERNARDO RAFAELITO B. ALEJANDRO IV
 Director, Administrative and Financial Management Service

Funds Available: *Lalain Necasario Barroga*
LALAIN NECASARIO BARROGA
 Chief, Accounting Section

OBR No.: 02-101101-2019-10-011
 Amount: 20,880.00