



OFFICE OF CIVIL DEFENSE		Document Code	QF-IPD-01
Quality Form		Revision No.	0
Purchase Order		Effectivity Date	2019.08.16
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Supplier	Elixir De La Vie Corporation	P.O. No.	CMS-PO-19-245
Address	2nd Flr. QSB Bldg., Sumulong Highway, Mayamot, Antipolo City	Date	17 December 2019
E-mail Address	<a href="mailto:elixirdlv.corp@gmail.com">elixirdlv.corp@gmail.com</a>	Mode of Procurement	53.9 (Small Value Procurement)
Tel. No.	578-7755 / 0916-488-4893	TIN	007-079-127-000

Gentlemen:  
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:	15 days upon receipt of Notice to Proceed
		Payment Term:	30 Working Days

LOT NO.	UNIT	ITEM/DESCRIPTION	QTY	UNIT COST	AMOUNT
1	pc	<b>Supply and Delivery of Office Equipment</b> <b>Office / User: OCDA</b> <b>Low-End Laptop (1pc)</b> <ul style="list-style-type: none"> <li>Processor: At least CELERON N4100</li> <li>Memory: At least 4GB DDR</li> <li>Internal Drive: At least 500GB HDD</li> <li>Screen Display: At least 11" Diagonal High Definition LED</li> <li>Supports at least Windows Operating System</li> <li>Preferred Color: Any</li> </ul>	1	14,950.00	14,950.00
	pc	<b>Printer and Copier (all in one printer)(1pc)</b> <ul style="list-style-type: none"> <li>With flatbed and automatic document feeder (ADF)</li> <li>Can copy, scan, print and fax</li> <li>Copy Quality: Draft / Standard / Best Quality</li> <li>Maximum Copies from Standalone: at least 60 copies</li> <li>With Maximum Copy Resolution: 300 x 300 dpi</li> <li>Maximum Copy, Print and Scan size: Legal</li> <li>Supports Windows 7 Operating System</li> </ul>	1	12,350.00	12,350.00
	pc	<b>Scanner (1pc)</b> <ul style="list-style-type: none"> <li>With flatbed and Automatic Document Feeder (ADF)</li> <li>Can Scan and Copy A4 up to legal size of paper</li> <li>USB / Ethernet / WiFi Interface</li> <li>Supports Windows 7 Operating System</li> <li>Scan file format: JPEG, PDF, PNG</li> </ul>	1	6,150.00	6,150.00
<b>Supplier Must:</b> • Provide brand new equipment  <b>Payment:</b> Must accept <b>SEND BILL</b> policy as payment for services  *** nothing follows ***			<b>TOTAL COST</b>		<b>₱33,450.00</b>

(Total Amount in Words): **THIRTY THREE THOUSAND FOUR HUNDRED FIFTY 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: 1-3-20

Very truly yours,  
  
**USEC RICARDO B. JALAD**  
 Administrator

Funds Available:	LALAIN NECESARIO BARROGA Chief, Accounting Section	OBR No. :	02-101001-2019-12-1071
		Amount :	₱33,450.00

