




# PURCHASE ORDER

|  |   |
|--|---|
| Supplier : <b>BASIC MOVERS INC.</b><br><br>Address : <b>MAGUGPO POBLACION TAGUM CITY</b><br><br>PhilGEPS Registration No. : <b>2018041032872141188558</b><br>Tel./Fax No. : <b>(084) 655-6298</b><br>Registration Certificate : <b>SEC</b> | P.O. Number: <b>2023051732</b><br><br><b>02023051732242251782</b><br>Date : <b>May 20, 2023</b><br>P.R. No. : <b>2023042709</b><br>Procurement mode: <b>Negotiated Procurement -</b><br><b>Direct Retail Purchase</b><br><b>(POL/AT)</b> |
| Req. Office : <b>Commision on Audit</b>  |   |

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:

|  |                               |
|--|-------------------------------|
| Date of Delivery : _____ Payment Term : <b>ON ACCOUNT</b><br>Place of Delivery : <b>Location of the winning bidder</b> | Delivery Term: <b>Pick up</b> |
|--|-------------------------------|

| I.N. | Quantity/Unit | Item   | Unit Cost | Amount    |
|------|---------------|--|-----------|-----------|
| 1    | 1.00 Lot      | Diesel/Gasoline/Oil<br>- Payment will be based on actual pump prices | 90,000.00 | 90,000.00 |




Remarks :

**TERMS AND CONDITIONS**

1. Bid Prices for procurement using the Retail Pump Price or the price of petroleum fuel per liter, such as, gasoline, diesel oil and kerosene, as established by retailers, dealers or gas stations for the day. Cost for E-VAT and other governmental costs which fall equally on all prospective suppliers are presumed to be included in the computation of the bid price.
2. For staggered deliveries, the procuring entity shall make, after every delivery, an accounting of the amount actually payable based on the date of the delivery receipt to determine the allowable unit/volume that may still be ordered from the remaining amount allotted for each POL product. The procuring entity shall be allowed to make adjustments in the units/volume to be delivered per type of product to conform to the remaining amount in the total contract price.
3. The supplier shall be responsible to dispense fuel to **Commision on Audit** vehicles only and ensure that issued fuel will not exceed PO allocation.
4. Fuel, Oil, Lubricants and Other Services shall be available to the **Commision on Audit** upon the issuance of the approved Purchase Order (PO). All purchases must be accompanied by properly accomplished and duly signed PO.
5. The supplier shall ensure that a transaction slip/receipt/invoice shall be issued every time fuel is withdrawn or other products/services are given; that the transaction slips accurately reflects any and all purchases charged to the **Commision on Audit**; maintain a comprehensive register to record all withdrawals made on a per vehicle basis; issue an accurate Statement of Account with copies of transaction slip/receipt/invoice based on terms and conditions no. 6.

|                                     |
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| <b>for COA Office vehicles use.</b> |
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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.


|   |  |
|---|--|
| Conforme :<br><div style="text-align: center; margin-top: 20px;"> <br/> <u>BERNADETTE M. FERNANDEZ</u><br/>           (Signature over printed name)         </div> <div style="text-align: center; margin-top: 20px;"> <u>JUNE 11, 2023</u><br/>           (Date)         </div> | <div style="text-align: right;">             Very truly yours,<br/>             By the Authority of the Governo:<br/> <br/> <b>EDWIN I. JUBAHIB</b><br/>             Governor           </div> <div style="text-align: center; margin-top: 20px;"> <br/> <b>ENGR. JOSIE JEAN R. RABANOZ, MPA, En'</b><br/>             Provincial Administrator           </div> |
|---|--|

**NOTE:** This is an important paper and will cause great inconvenience if lost. Claim for payment from the Provincial Treasurer supported by this form to be attached to the voucher.

SHEILA MIE T. RUBIS



## PURCHASE ORDER

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| Req. Office : <b>Commision on Audit</b>   |  |

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| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|------|-----------|--------|
|------|---------------|------|-----------|--------|

6. Payment shall be made by the **Commision on Audit** within **15 calendar day/s** from receipt of the **monthly billing** with complete attachments covering actual purchases.

7. The supplier shall provide immediately the following documentary requirements for the processing of payment, viz:
- a) Mayor's permit
  - b) BIR Certificate of Registration
  - c) Omnibus Sworn Statement
  - d) PhilGEPS Registration Number (Number only Red or Platinum Membership)

8. The supplier shall be located within **4 kilometers** radius from the requisitioning office.

9. No advance withdrawal is allowed prior to the approval of the Purchase Order.

10. Additional fund allocation due to supplemental budget, augmentation shall follow the usual procedures of procurement.

11. The supplier shall provide fuel, oil, lubricants and other products/services requirement of the **Commision on Audit** service vehicles including free of charge basic services like windshield cleaning, oil/water level checking, and tire pressure gauge measurement.

12. The **Commision on Audit** reserves the right to withdraw or cancel the Purchase Order, should there issues which shall arise in terms of customer service or in accordance with Annex "I" of the 2016 revised IRR of RA No. 9184, without thereby incurring any liability to the affected supplier.

|                                     |
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| <b>for COA Office vehicles use.</b> |
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Conforme : \_\_\_\_\_  
*P.P. [Signature]*  
**BERNADETTE M. FERNANDEZ**  
 (Signature over printed name)  
  
 \_\_\_\_\_  
**JUNE 11 2023**  
 (Date)


Very truly yours,  
 By the Authority of the Governor  
  
**EDWIN I. JUBAHIB**  
 Governor  
  
*[Signature]*  
**ENGR. JOSIE JEAN R. RABANOZ, MPA, EnP**  
 Provincial Administrator

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**SHEILA MIE T. RUBIS**



**PURCHASE ORDER**

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| Supplier : <b>BASIC MOVERS INC.</b>                       | P.O. Number: <b>2023051732</b>  |
| Address : <b>MAGUGPO POBLACION TAGUM CITY</b>             |  |
| PhilGEPS Registration No. : <b>2018041032872141188558</b> | <b>O2023051732242251782</b>   |
| Tel./Fax No. : <b>(084) 655-6298</b>                      | Date : <b>May 20, 2023</b>  |
| Registration Certificate : <b>SEC</b>                     | P.R. No. : <b>2023042709</b>  |
| Req. Office : <b>Commision on Audit</b>                   | Procurement mode: <b>Negotiated Procurement - Direct Retail Purchase (POL/AT)</b>   |

Gentlemen: Please furnish this office the following articles subject to terms and conditons contained herein:


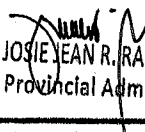
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|---|----------------------------------|-------------------------------|
| Date of Delivery : _____                                  | Payment Term : <b>ON ACCOUNT</b> | Delivery Term: <b>Pick up</b> |
| Place of Delivery : <b>Location of the winning bidder</b> |                                  |                               |

| I.N. | Quantity/Unit | Item | Unit Cost | Amount |
|------|---------------|------|-----------|--------|
|------|---------------|------|-----------|--------|

The award is based on Memorandum Circular No. 04 series of 2022 and PR No. 2023042709 under Quotation No. L20232540 opened on May 20, 2023

|   |                                  |
|---|----------------------------------|
| for COA Office vehicles use.                                      |                                  |
| Grand Total Amount in Words : <b>NINETY THOUSAND AND XX / 100</b> | GRAND TOTAL : <b>P 90,000.00</b> |

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|---|---|
| Conforme :<br><br><b>BERNADETTE M. FERNANDEZ</b><br>(Signature over printed name)<br><br><b>JUNE 1, 2023</b><br>(Date) | Very truly yours,<br>By the Authority of the Governor.<br><br><br><b>EDWIN I. JUBAHIB</b><br>Governor |
|   | <b>ENGR. JOSIE JEAN R. RABANOZ, MPA, EnP</b><br>Provincial Administrator  |

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