



PURCHASE ORDER (P.O.) ANNEX

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Revision No.	0
Effectivity	March 11, 2021

*Purchase Order No. \_\_\_\_\_  
Annex A – Terms and Conditions*

1. The total price stated in the Purchase Order (PO) already includes all applicable taxes, fees and charges required by the government. \_\_\_\_\_ holds PAGCOR free from liability for any or all taxes arising out of this transaction.


The prices herein agreed shall not be subject to any increase or upward adjustment for any reason or cause whatsoever.

2. \_\_\_\_\_ shall complete the supply & delivery of goods within the time prescribed in the PO. Should \_\_\_\_\_ incur delay in its performance, it shall pay liquidated damages in the amount of at least one-tenth of one percent (1/10 of 1%) of the total cost of the undelivered item for each day of delay. The maximum deduction shall be ten percent (10%) of the amount of the contract. Once the cumulative amount of liquidated damages reaches ten percent (10%) of the amount of the contract, PAGCOR shall have the option to rescind the contract, without prejudice to other courses of action and remedies open to it.

In case \_\_\_\_\_ still fails to deliver the item after the lapse of thirty (30) calendar days from the supposed date of delivery, in addition to the penalties agreed upon, PAGCOR shall have the option to terminate the purchase.

3. In the event that \_\_\_\_\_ fails to comply with its undertakings under this PO, PAGCOR shall be released from its obligations without prejudice to its rights of restitution, recovery and damages.
4. In the event that the facts and circumstances arise or are discovered which renders this PO disadvantageous to the Government, the parties hereto agree immediately to re-negotiate its terms and conditions, or at the option of PAGCOR terminate the same.
5. No terms or conditions of this PO shall be deemed waived and no breach or default excused unless such waiver or excuse shall be in writing and signed by the party affected.
6. The rights or obligations under this PO are of a personal nature and compliance thereof may not be assigned or subcontracted to another without the written consent of the other party. This PO or any interest in it may not be assigned without the prior written consent of the other party.

Signature over printed Name of Supplier

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7. This PO contains all the covenants and stipulations agreed upon by the parties and shall be modified, revised or amended only upon written agreement of both parties.
8. This PO constitutes the entire contract between the parties pertaining to the subject matter contained in it, and supersedes all prior and contemporaneous agreements, representations, warranties and understandings of the parties. No supplement, variation or amendment of this PO shall be binding UNLESS executed in writing by the parties. No waiver of any of the provisions of this PO shall be deemed, or shall constitute, a waiver of any other provision, whether similar or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding UNLESS in writing and signed by the party making the waiver.
9. The relationship between the parties shall be limited to the performance of the terms and conditions of this PO. Nothing herein shall be construed to create a general partnership/agency/employer-employee or any other relationship between the parties, or to authorize any party to bind the other except as set forth in herein, or to borrow money on behalf of another party, or to use the credit of any party for any purpose other than what has been set forth herein.
10. The parties, waiving for this purpose any other venue, hereby agree that the courts of the City of Manila shall be the exclusive venue of any and all actions or suits between the parties relative to this PO, to the exclusion of all other courts and venues. This exclusive venue provision shall apply even in cases for declaration of nullity of this PO in its entirety or in part and in cases arising after or by reason of the declaration of nullity of this PO in its entirety or in part.
11. The Contractor/Supplier shall be held liable for any damages/accidents that may be incurred during the transportation of the materials to the designated delivery place indicated in the Contract.
12. \_\_\_\_\_ hereby further warrants and represents that:
  - a. The goods and specifications shall be described as follows:

Technical Description	Quantity / UOM
<b>PROCUREMENT OF VARIOUS HOUSEKEEPING SUPPLIES AND MATERIALS</b>	
<b>Lot 1 - Supply and Delivery of Tissue Paper Jumbo</b>	
<b>PAPER, TISSUE PAPER JUMBO</b> <ul style="list-style-type: none"> <li>- Sixteen (16) rolls per box/case</li> <li>- Color white 100% virgin pulp, soft and tensile, durable, minimal fiber, odorless (chlorine and ammonia free), minimum of 2 ply with perforation (ply must stick together and not depling)</li> </ul>	2,080 Rolls

ANNEX "A" OF P.O. NO. \_\_\_\_\_  
 Supply and Delivery of Housekeeping Supplies and Materials under ITB NO. SV21-09-003TAG

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<ul style="list-style-type: none"> <li>- Thickness: 16/32 GSM</li> <li>- Weight: 900G per roll with core dimension per sheet 90mm x 230mm</li> <li>- Total length per roll: 310 meters x 2 ply</li> <li>- Individual pack/sealed per roll for hygienic purposes, presentation brand and specification, total and number of sheets and size should be printed on the box</li> <li>- Dispenser requirement: The winning bidder shall provide dispensers (free on loan)</li> </ul>				
<b>Lot 2 – Supply and Delivery of Toothbrush, Toothpaste and Mouthwash</b>				
<b>TOOTHBRUSH (Single)</b>				
<b>Packaging</b>		122 pcs		
<ul style="list-style-type: none"> <li>- Soft bristles medium and classic flow wrap</li> </ul>				
<b>TOOTHPASTE, 145ML (Regular Flavor)</b>				
<ul style="list-style-type: none"> <li>- Expiration date should be at least One (1) year from the date of delivery/acceptance with the condition to replace the delivered items two (2) months prior to its expiration</li> </ul>		130 tubes		
<b>MOUTHWASH 250ML (Mint Flavor)</b>				
<ul style="list-style-type: none"> <li>- Concentrated</li> <li>Expiration date should be at least two (2) years from date of delivery/acceptance with the condition to replace the delivered items two (2) months prior to its expiration</li> </ul>		121 bottles		
<b>Lot 3 – Supply and Delivery of Face Towel</b>				
<b>FACE TOWEL, 11" x 11" (L&amp;W)</b>				
White color and 100% cotton fabric		133 pcs		
<b>Lot 4 – Supply and Delivery of Disinfectant G-Oxide and Dishwashing Liquid</b>				
<b>DISINFECTANT, G-OXIDE (5 Liters)</b>				
<ul style="list-style-type: none"> <li>- Ready to Use (RTU)</li> <li>- Eco Friendly, Non-Irritant to skin, Non-corrosive to treated articles and alcohol free</li> </ul>		88 gals		
<b>DISHWASHING LIQUID (Soap)</b>				
<ul style="list-style-type: none"> <li>- 250ML per bottle</li> <li>- Concentrated</li> <li>- 20 bottles per box</li> <li>- Mild or light scent</li> </ul>		353 bottles		
<b>Schedule of Delivery</b>				
Item	Description	Total QTY	Delivered (Week/Months)	
			Within Fifteen (15) calendar days from the effectivity date specified in the Purchase Order/Annex A or upon advice of end-user	Within Sixty (60) calendar days from the effectivity date specified in the Purchase Order/Annex A or upon advice of end-user
1	Paper Tissue Jumbo	2,080 rolls	1,280	800
2	Toothbrush (Single)	122 pcs	61	61



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3	Toothpaste	130 tubes	65	65
4	Mouthwash	121 bottles	60	61
5	Face Towel	133 pcs	70	63
6	Disinfectant, G-Oxide (5 Liters)	88 gals	44	44
7	Dishwashing Liquid (250ml)	353 bottles	200	153

**Note:**

1. The term "upon advice of the end-user" connotes that the end-user has the option to request for an advance delivery or to put on hold delivery, depending upon the stock position in the warehouse;
2. Supplier must indicate the brand being offered and must submit actual sample of item to be delivered for approval prior to issuance of Purchase Order (P.O.)/Annex A;
3. A container Van with a maximum of 10ft. clearance should be used during the delivery of item/s due to the low clearance of passage;
4. PAGCOR's Representative at the Project Site is Ms. Mennen A. Villanueva, Assistant Facilities Management Officer, Facilities Management Section (FMS)

**ADDITIONAL TERMS AND CONDITIONS**


**Place of Delivery**

- Casino Filipino-Tagaytay, KM 60, Aguinaldo Hfghway, Tagaytay City

**Period of Correction of Defects within Warranty Period**

- The defective items shall be replaced within three (3) calendar days from receipt of notice.

- b. It has good title to the goods described in the PO, full authority to sell and transfer the same and that the items are sold free and clear of all liens, encumbrances, liabilities and adverse claims, of every nature and description.
- c. It will fully defend, protect, indemnify, and hold PAGCOR harmless from any and all adverse claims that may be made by any party for the possession and/or the use of the goods.
- d. The defective items shall be replaced within \_\_\_\_\_ (\_\_\_\_\_) calendar days upon receipt of notice. Failure to replace the same within the same period shall make \_\_\_\_\_ liable for a penalty of one-tenth of one percent (1/10 of 1%) of the total cost of the undelivered item for each day of delay.
- e. PAGCOR accepts no liability for the damage of the goods during transit, risk and title will be deemed to have passed to PAGCOR only upon receipt and final acceptance of the Goods.

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- f. It shall pay taxes in full and on time, failure to do so will entitle PAGCOR to suspend payment.
13. Schedule of payment: PAGCOR shall pay in the total amount of **Five Hundred Eighty Two Thousand Two Hundred Forty Five Pesos and 80/100 (PhP582,245.80)**, VAT Exclusive, Zero-Rated Transaction upon completion of every delivery of the goods and upon PAGCOR's issuance of Certificate of Acceptance.
14. This Annex A, consisting of five (5) pages, shall form part of PO # \_\_\_\_\_.

\_\_\_\_\_  
**Signature over printed Name of Supplier/Date**