



DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

**JOB ORDER**

DEPARTMENT OF FOREIGN AFFAIRS  
MANILA

Supplier : <u>GRAPHIC WIZARD Inc</u>	J.O. No. <u>10-001-21</u>
Address: <u>66 Harvard St. E. rodriguez 3, Quezon City</u>	Date <u>6-Oct-21</u>
Tel No: <u>9862642</u>	Procurement <u>Small Value</u>

Gentlemen:

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

Place of Delivery: <u>Department of Foreign Affairs, 2330 Roxas Boulevard</u> <u>Pasay City</u>	Delivery Term: _____
	Payment Term: <u>Government Procedure</u>

Item No.	Quantity	Unit	Description	Unit Cost	Amount
			<b>HUMAN RESOURCES MANAGEMENT OFFICE (HRMO)</b>		
1	1	Lot	Supply, Delivery and Installation of Acrylic barrier <i>per approved layout plan (attached)</i>	P 242,176.00	P 242,176.00
			xxxxxxxxxx NOTHING FOLLOWS xxxxxxxxxxxx		
			Note: Use clear acrylic with min. thickness of 3mm for barrier located at HRMO		
<b>( Total Amount in Words )</b>			Two Hundred Forty Two Thousand and One Hundred Seventy Six Pesos Only	<b>TOTAL -----</b>	<b>P 242,176.00</b>

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:

ALBERT E. AGUAS

(Signature over printed name)

(Date)


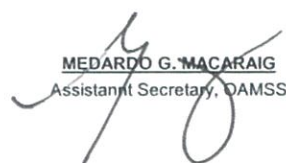


Very truly yours,

MEDARDO G. MACARAIG  
Assistant Secretary, OAMSS

Requisitioning Office/Dept: <u>MERSONE J. MELLEJOR</u> Officer-in-Charge	Funds Available: <u>FELISA S. MACARAIG</u> Chief Accountant	Amount: <u>P242,176.-</u> ALOBS No.: <u>2021-10-005306</u>
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DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS

JOB ORDER					
DEPARTMENT OF FOREIGN AFFAIRS					
MANILA					
Supplier:	GRAPHIC WIZARD Inc.	J.O. No:	10-001-21		
Address:	66 Harvard St. E. Rodriguez 3, Quezon City	Date:	6-Oct-21		
Tel No:	0966-8135434/9862642	Mode of Procurement	Small Value		
Gentlemen					
Please furnish this Office the following articles subject to the terms and conditions contained herein.					
Place of Delivery:		Department of Foreign Affairs, 2330 Roxas Blvd., Pasay City			
		Delivery Terms:			
		Payment Terms:	Government Procedure		
Items No.	Unit	Quantity	Description	Unit Cost:	Amount.
			<b>HUMAN RESOURCES MANAGEMENT OFFICE (HRMO)</b>		
1	1	Lot	Supply, Delivery and Installation of Acrylic Barrier at HRMO	PHP 242,176.00	PHP 242,176.00
Or total area of 520 Square meters					
TERMS AND CONDITIONS					
<p>The contractor shall:</p> <ul style="list-style-type: none"> <li>• Provide initial ocular site inspection for the project.</li> <li>• Provide working drawings, program of work and bill of materials subject for approval of EMD-OAMSS.</li> <li>• Supply and installation of clear acrylic partition as specified in the approved plan.</li> <li>• Deliver the materials on site without additional charges from the original contract price.</li> <li>• Provide all necessary tools, materials, equipment, manpower, transportation, delivery and supervision for the project.</li> <li>• Submit brochures, samples, technical specification and operation manual upon delivery of the equipment.</li> <li>• Discuss specifically to the EMD-OAMSS as authorized DFA representative the procedure for the installation of the said project.</li> <li>• Responsible for all the licenses and permits, fees or charges payable to the government, national or local for the supply and delivery of all materials needed in the project.</li> <li>• Responsible for clean up in the project area right after the completion of the project.</li> <li>• Use clear acrylic for the barrier with 3/4x3/4 inch of galvanized tubular for steel framing.</li> <li>• Minimum thickness of clear acrylic shall be 3mm</li> <li>• Height of acrylic partition/barrier shall be 1.20m measuring vertically from top surface of the working table</li> <li>• Use metal clips in connecting between metal frame barriers and existing side protective table barriers.</li> <li>• Size of all hole gaps-in receiving documents shall be 30cm in length x 8cm in height from its surface countertop.</li> <li>• Use swing or sliding acrylic doors with tubular frame (depend on the end-user)</li> <li>• All installed doors and partitions/barriers shall be built firmly with stability to avoid the chance of being knocked over.</li> </ul> <p>Warranty The contractor shall provide warranty for the defects and issues resulting from installation and repair works for the project.</p> <p>Delivery Period Delivery of materials to the project site shall commence not later than the 30th calendar days after the issuance of Notice to Proceed (NTP) from the BAC-DFA. The contractor shall provide EMD-OAMSS an advance notice the list of materials and equipment to be used in the project for the issuance of Gate Pass.</p> <p>Confidentiality Clause The contractor shall ensure that all data and information obtained in the course of the project is strictly confidential.</p> <p>Terms of Payment The Contractor shall be paid within thirty (30) working days upon the submission of the sales invoice, or its equivalent, certificate of completion/final acceptance, and other supporting documents to be examined by the EMS-OAMSS and Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD). Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP). All payments shall be inclusive of all applicable taxes and other lawful charges. All payments shall be inclusive of all applicable taxes and other lawful charges</p> <p>Layout Drawings Please see attached drawings</p>					
(Total Amount in Words)		Two Hundred Forty Two Thousand and One Hundred Seventy Six Pesos Only		Total Amount Php 242,176.00	
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:			Very truly yours,		
 <b>ALBERT P. AGUAS</b> (Signature over Printed name of Supplier)			 <b>MEDARDO G. MACARAIG</b> Assistant Secretary, OAMSS		
Date: _____					
Requisitioning Office/Dept:		Funds Available		Amount: PHP 242,176.00	
 <b>MERSOLE J. MELLEJOR</b> Officer-in-Charge, HRMO		 <b>FELISA S. MACARAIG</b> Chief Accountant		ALOBS No: 2021-10-005306	

Rev. 2021