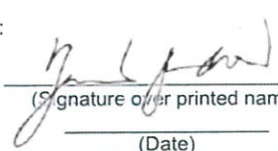

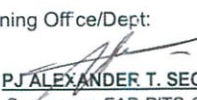





DEPARTMENT OF FOREIGN AFFAIRS
KAGAWARAN NG UGNAYANG PANLABAS

PURCHASE ORDER					
DEPARTMENT OF FOREIGN AFFAIRS MANILA					
Supplier: INNOVE COMMUNICATIONS, INC.			F O. No. 11-003-22		
Address: 9/F The Globe Tower, Cebu Samar Loop corner Panay Road, Cebu Business District Park, Cebu City			Date: 3-Nov-22		
Contact nos:			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 - Office of Consular Affairs			Delivery Term: 30 days		
Date of Delivery: n/a			Payment Term: Government Terms		
Item No.	Unit	Quantity	Description	Unit Cost	Amount
OCA					
1	License	2	Video Conferencing Software Subscription Inclusions: Meetings Professional Plan •Two (2) Host •One (1) year subscription •Unlimited Meetings •Host up to 100 participants video meetings with recording and attendance tracking •atleast 1GB Cloud recording per (License)	P 12,313.84	P 24,627.68
2	License	1	Large Meetings (add-on) •can host at least 500 participants •One (1) year subscription	P 36,960.00	P 36,960.00
Terms of Reference					
F. Scope of work/Deliverables					
1. Scope of Work					
1.1 Activation of One (1) Year Video Conferencing Software Subscription.					
2. Warranty and Support					
2.1 Warranty and support starts upon delivery date					
2.2 24x7 Phone, Email and Remote support from video conferencing software expert/s.					
G. Terms and Conditions					
1. The service provider must be a Reseller;					
2. The service provider shall turnover the software and license to the End-user within thirty (3) calendar days upon receipt of Notice to Proceed.					
3. The service provider shall issue a certificate of subscription after complete turnover;					
4. The service provider shall issue a sales invoice base on the actual service rendered;					
5. The service provider shall be paid within (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the DFMS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP);					
6. All payments shall be inclusive of all applicable taxes and other lawful charges; and					
7. Payments to be made by SEND BILL Arrangement through issuance of statement of account, provisional receipt using the template of DFA and other procurement-related documents, which will only be effected by strict compliance with the usual prescribed account.					
(total Amount in Words) Sixty-One Thousand Five Hundred Eighty-Seven Pesos and Sixty-Eight Centavos					P 61,587.68
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,		
 (Signature over printed name) _____ (Date)			 MEDARDO G. MACARAIG Assistant Secretary, OAMSS		
Requisitioning Office/Dept: OCA		Funds Available:		Amount: ₱ 61,587.68	
 PJ ALEXANDER T. SEGUIS Supervisor, FAD PITS-OCA		 LYNNE F. FULGENCIO Chief Accountant		ALOBS No.: 2022-12-009970	

PURCHASE ORDER
DEPARTMENT OF FOREIGN AFFAIRS
MANILA

Supplier: <u>INNOVE COMMUNICATIONS, INC.</u>	P.O. No. <u>11-003-22</u>
Address: <u>9/F The Globe Tower, Cebu Samar Loop corner Panay Road, Cebu Business District Park, Cebu City</u>	Date <u>3-Nov-22</u>
Contact nos: _____	Mode of Procurement <u>Small value</u>

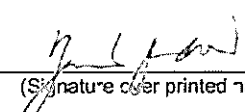
Gentlemen:
Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery: <u>Department of Foreign Affairs - Office of Consular Affairs</u>	Delivery Term: <u>30 days</u>
Date of Delivery: <u>n/a</u>	Payment Term: <u>Government Terms</u>

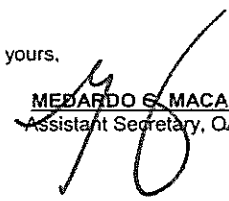
Item No.	Unit	Quantity	Description	Unit Cost	Amount
			OCA		
1	License	2	Video Conferencing Software Subscription Inclusions: Meetings Professional Plan •Two (2) Host •One (1) year subscription •Unlimited Meetings •Host up to 100 participants video meetings with recording and attendance tracking •at least 1GB Cloud recording per (License);	P 12,313.84	P 24,627.68
2	License	1	Large Meetings (add-on) •can host at least 500 participants •One (1) year subscription	P 36,960.00	P 36,960.00
			Terms of Reference F. Scope of work/Deliverables 1. Scope of Work 1.1 Activation of One (1) Year Video Conferencing Software Subscription. 2. Warranty and Support 2.1 Warranty and support starts upon delivery date 2.2 24x7 Phone, Email and Remote support from video conferencing software expert/s. G. Terms and Conditions 1. The service provider must be a Reseller; 2. The service provider shall turnover the software and license to the End-user within thirty (3) calendar days upon receipt of Notice to Proceed. 3. The service provider shall issue a certificate of subscription after complete turnover; 4. The service provider shall issue a sales invoice base on the actual service rendered; 5. The service provider shall be paid within (30) working days upon the submission of the sales invoice, or its equivalent complete with supporting documents examined by the C=MS-FRMD. Payments shall be made through List of Due and Demandable Accounts Payable (LDDAP); 6. All payments shall be inclusive of all applicable taxes and other lawful charges; and 7. Payments to be made by SEND BILL Arrangement through issuance of statement of account, provisional receipt using the template of DFA and other procurement-related documents, which will only be effected by strict compliance with the usual prescribed account.		

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Conforme:

(Signature over printed name)

(Date)

Very truly yours,

MEDARDO S. MACARAIG
Assistant Secretary, OAMSS

Requisitioning Office/Dep: <u>OCA</u>  PJ ALEXANDER T. SEGUIS Supervisor, FAD PITS-OCA	Funds Available: <u>15/1/22</u>  LYRIE F. FULGENCIO Chief Accountant	Amount: <u>₱ 61,587.68</u> ALOBS No.: <u>2022-12-008870</u>
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