| JOB ORDER   |  |  |  |  |  |                               |            |                  |                                     |            |                 |
|---|--|--|--|--|--|-------------------------------|------------|------------------|-------------------------------------|------------|-----------------|
|   |  |  |  |  |  | OF FOREIGN AFFAIR MANILA      | RS<br>A    | 0 0              | 760                                 | )          | g.              |
| Supplier  | pplier: WORKSWELL ENTERPRISES INC. J.O. No.  |  |  |  |  |                               |            |                  | 10                                  | H          | 1               |
|   | Unit No. 107 Strip Sea Residences Bldg., Lot 4 Sunrise Drive,  |  |  |  |  |                               |            |                  | JULI                                |            |                 |
|   | Cor. Pearl R   | d., Pasay City   |  |  |  |                               |            | - 1              | 9 DEC ZUZ4<br>Small Value Procureme |            |                 |
| Contact nos:  |  |  |  |  |  |                               |            |                  |                                     | nt         |                 |
| Gentleme<br>Please fu   |  | office the fo  | llowing  | articles   | s subject to the terms and   | conditions contained h        | aereir     | n·               |                                     |            |                 |
| Department of Foreign Affairs' Temporary Headquarters, DoubleDragon |  |  |  |  |  |                               |            |                  |                                     |            |                 |
|   | -  | Tower,EDSA   | Extension  | or. Ma   | capagal Avenue, Bay Area, Pasa   | y City                        |            |                  |                                     |            |                 |
| Date of Delivery: Payment Term                                      |  |  |  |  |  |                               |            |                  | 30 days                             |            |                 |
| Item No.  | Unit   | Quantity   | Description  |  |  |                               |            |                  | Unit Cost                           | Amount     |                 |
|   |  |  |  |  | OAM<br>and Installation of Curtains  | ISS-EMD                       |            |                  | 71.51.805                           |            |                 |
|   |  |  |  |  |  |                               |            |                  |                                     |            |                 |
| 1   | sets   | 95   | Size Rang<br>Color: W  | ge: W- 1<br>hite/Off-  | or <b>Blinds</b><br>00 cm to 200 cm, H- 250 cm<br>White/Light Gray subject for app                               |                               | P 4,190.00 | P                | 398,050.00                          |            |                 |
|   |  |  |  |  | ories, threaded rods, hangers an   | d supports                    |            |                  |                                     |            |                 |
| 2   | sets   | 5  | Size Rang<br>Color: W  | ge: W- 1<br>hite/Off-  | or billids<br>00 cm to 120 cm, H- 100 cm<br>White/Light Gray subject for apportes, threaded rods, hangers an     | P 2,240.00                    | Р          | 11,200.00        |                                     |            |                 |
|   |  |  | Black-out Curtains (Manual)  |  |  |                               |            |                  |                                     |            |                 |
| 3   | pairs  | 45   | Color: Sh<br>1 pair/se   | ge: W- 1<br>hade of E  | 40 cm to 280 cm, H- 250 cm to<br>Blue/Light color subject for appro  | P 7,500.00                    | Р          | 337,500.00       |                                     |            |                 |
|   |  |  | Including curtain tracks, accessories and consumables  Motorized Black-out Curtains  |  |  |                               |            |                  |                                     |            |                 |
| 4   | sets   | 4  | Material:<br>Color: Be   | : Polyeste<br>elge/Ligh  | e : W- 850 cm, H- 260 cm, S Fol<br>er<br>It color subject for approval upor<br>red curtain tracks, accessories a | n submission of RFA           |            |                  | P 49,000.00                         | Р          | 196,000.00      |
|   |  |  | Note: Te   | rms of I   | Reference (TOR) attached shall   |                               |            |                  |                                     |            |                 |
|   |  |  |  |  | XXXXXXXXXXXXXX   |                               |            |                  |                                     |            |                 |
|   |  |  |  |  |  |                               |            |                  |                                     |            |                 |
|   |  |  | 1. All iter  |  |  | n receipt of the              |            |                  |                                     |            |                 |
|   | All items shall be delivered and installed within forty-five (45) calendar days upon receipt of the Notice to Proceed (NTP). |  |  |  |  |                               |            |                  |                                     |            |                 |
|   |  | All deliveries shall be made with two (2) days prior notice to the Office of Asset Management and Support Services - Engineering (OAMSS-EMD) from Monday - Friday, 8:00 am to 5:00 pm. |  |  |  |                               |            |                  |                                     |            |                 |
|   |  |  |  | <ol> <li>Deliveries shall be subject to the usual inspection procedures by the Office of Financial Managemen<br/>Service-Financial Resources Management Division (OFMS-FRMD).</li> </ol> |  |                               |            |                  |                                     |            |                 |
|   |  |  | SCI VICE-I   | mancia   |  |                               |            |                  |                                     |            |                 |
|   |  |  |  | XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX   |  |                               |            |                  |                                     |            |                 |
|   |  |  |  | Ferms of Payment:  |  |                               |            |                  |                                     |            |                 |
|   |  |  |  | 1. Progress billing:  1.5% of the Contract Price:  |  |                               |            |                  |                                     |            |                 |
|   |  |  |  |  | I quantity);   |                               |            |                  |                                     |            |                 |
|   |  |  | b Upo<br>per   | on comp<br>rcent (50   |  |                               |            |                  |                                     |            |                 |
|   |  |  | c Upo<br>cur   | on comp<br>rtains an   |  |                               |            |                  |                                     |            |                 |
|   |  |  |  |  | ne contract Price:<br>nce of the certificate of completi   | ion and acceptance of the Pro | roject     |                  |                                     |            |                 |
|   |  |  | 2. Payments shall be made thirty (30) days upon receipt of the sales Invoice with complete supp documents through List of Due and Demandable Accounts Payable (LDDAP). The list of documer requirements needed for payment will be provided by the Office of Financial Management Services-Financial Resource Management Division (OFMS-FRMD) upon signing the contract. |  |  |                               |            |                  |                                     |            |                 |
|   | The payment shall be inclusive of all applicable taxes and other lawful charges.   |  |  |  |  |                               |            |                  |                                     |            |                 |
|   |  |  |  |  |  |                               |            |                  |                                     |            |                 |
|   |  |  |  |  |  |                               |            |                  |                                     |            |                 |
| Page 1 of 1   |  |  |  |  |  |                               |            |                  |                                     | Р          | 942,750.00      |
|   |  |  |  |  | hin the time specified abo   |                               | nth (1     | 1/10)            |                                     |            |                 |
| of one pe   | rcent for e  | very day of  | delay s  | shall be   | imposed.   |                               | ,          | •                | n 1                                 |            |                 |
| Conforme  | e:   | All  | 1  | -  |  |                               |            | Very truly yours | tor.                                |            |                 |
|   | 1  | . Ot   |  |  | c.l  |                               |            | PATI             | RICK JOHN V. H                      | ILAD       | <u>o</u>        |
| OHNSTAssistant Secretary, OAMSS                                     |  |  |  |  |  |                               |            |                  |                                     |            |                 |
| (Signature over printed name)  TAN · 2 , 10 2 5  (Date)             |  |  |  |  |  |                               |            |                  |                                     |            |                 |
| 1 Illow Mag at 1 Ill 1  |  |  |  |  |  |                               |            |                  |                                     | 2          | (0 (1)          |
| Requisition   | /  | Po   | OAMSS  |  | Funds Availate // Availate // Depaytment Ch  | ief Accountant                |            | Amount:          | 2024-12                             | - (        | 50.00<br>009968 |
| JASO  |  | CIO A. AN  |  | AS   | Chief A  | countant                      |            | ALOBS No.:       | 77 1100                             | <u>- X</u> | 777             |
|   | 200001,  | THE STATE OF LA  |  |  | * OHIOI AC   |                               |            |                  |                                     |            |                 |