NGAS Form Annex A-5

PURCHASE ORDER

PHILIPPINE ECONOMIC ZONE AUTHORITY

Truncckline No. 551-3451 loc. 338 Telefax No. 551-3445

Agency

SUPPLIER:	**TRICOM DYNAMICS, INC.**	Purchase Order No:	**GSD-015-05-2025**
ADDRESS:	**345 Sen. Gil Puyat Avenue, Makati City**	Date :	**05/02/2025**
TIN:	**000-172-881-000**	Purchase Request No:	**GSD-2025-03-062-A**
Tel #:	**8890-6525 loc 3451 / 0965-144-1971**	Date :	**03/31/2025**
Mode of Procurement:	**Negotiated Procurement - Small Value Procurement**		

Gentlemen:

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

Place of Delivery:	PEZA Office, 8th, 9th & 10th Floor, Double Dragon Center, West Building, Macapagal Blvd., Pasay City	Delivery Term:	Complete delivery
Date of Delivery:	15 calendar days upon receipt of P.O.	Payment Term:	Check payment monthly- 15 working days upon receipt of documentary requirements for processing of payment

Stock No.	Unit	Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
	Lot	**Rental of Six (6) Photocopying Machines (Minimum of 17,000 combined copies per month)** **A. Machine Specifications/Features:** 1. Reproduction Speed: Minimum of 30 copies/prints page per minute; 2. Duplex copying and Printing 3. Multiple copies: 1-999 4. First Copy Out Time: 3.8 seconds or less 5. Electronic Sorting 6. Paper tray capacity: Up to A3 size 7. With exposure control used to darken or lighten text print of documents; 8. Monochrome copying (black); 9. Scan Resolution: 600 x 600 dpi 10. Magnification: 25% - 400% reduction / enlargement; 11. Power requirement: 220-240v / 50 / 60 Hz.:<1560W (System) **B. TERMS AND CONDITIONS** 1. The LESSOR shall deliver Six (6) units Copying Machine with accessories and specifications listed hereunder referred to as Equipment and LESSEE acknowledges receipt thereof in good state and working condition. 2. The LESSOR shall provide the LESSEE the consumable, spare parts (except copy paper, cost of electricity, and machine operator) and services needed to keep the EQUIPMENT being rented in satisfactory condition without cost to the LESSEE. 3. The LESSOR shall provide free machine operator training to end users. 4. The LESSOR shall deliver and install the photocopier machines to the LESSEE free of charge. 5. The LESSEE shall pay the LESSOR on a monthly basis according to the rental rate amounting to PhP10,000.00, which includes 17,000 combined minimum copies for the Six (6) machines. The cost for copies exceeding the minimum copies will be charged amounting to 0.58 centavos per copy, less two percent (2%) spoilage, VAT inclusive. 6. Charges are computed based on the actual copies from the date of installation along with a LESSOR's Field Service Report acknowledged by the representatives of the units where the machine installed/assigned. 7. Every 15th day of the month, the LESSOR's and LESSEE's representative shall take the meter reading as indicated in the Equipment.	**1**	**10,000.00**	**120,000.00**

OFFICE OF THE AUDITOR
COA-PEZA
RECEIVED
MAY 19 2025
BY: Carl TIME: 4:16PM

Stock No.	Unit	Description	Quantity	Unit Cost (PhP)	Total Cost (PhP)
	Lot	**Rental of Six (6) Photocopying Machines (Minimum of 17,000 combined copies per month)** **8. Notwithstanding Item No.1 hereof, in case of increase or decrease in the number of units as required during the period of the contract, thereby affecting the original quantity of the units indicated under this Order, the LESSOR shall continue to lease to the LESSEE its required number of copying machines, and shall bill the LESSEE based on the terms outlined in item B No. 5.** **9. The LESSOR shall conduct monthly preventive maintenance to keep the photocopying machine in good working condition.** **10. In case of repair/issue, The LESSOR shall dispatch a Service Technician to conduct on-site service on the same day if issue is not resolved over the phone for calls received before 10AM and next working day for calls received after 10AM. During the conduct of on-site service, it must be resolved on the same day if no parts to replace and next working day if with parts replacement. Replacement of unit after three (3) working days if technical issue remains unresolved.** **11. The LESSOR shall see to it that its technician is in proper attire (i.e. company uniform and ID), while performing the services under this agreement.** **12. This Order shall take effect on May 19, 2025 and shall remain valid for a period of one (1) year until May 18, 2026. This Order shall be automatically extended on a month to month basis under the same terms and conditions, until a new contract is awarded. No amendment/s to this Order shall be effective unless made in writing and signed by both parties.** **13. Termination of contract shall be governed by the guidelines on provision of contract provided in Annex I of the 2016 revised IRR of RA no. 9184.** **14. Upon termination or cancellation of the Order, the EQUIPMENT shall immediately be returned to the LESSOR without need of notice or demand or formalities.** **15. If any condition or provision of this Agreement is held invalid or declared contrary to law, the validity of the remaining provisions hereof shall not be affected.** **16. The LESSEE shall compensate for any loss or damage on the EQUIPMENT/CONSUMABLE, specifically the drum caused by or due to any willful act or fault or negligence of-the LESSEE, its representatives, personnel, agents, or anyone acting in its behalf, or any loss or damage resulting from, or due to violation by the LESSEE or its personnel of any term of this Order.** **17. In any dispute of any kind 'whatsoever shall arise between LESSEE and the LESSOR in connection with or arising out of this Agreement, the dispute shall be resolved in accordance with Republic Act 9285, otherwise known as the "Alternative Dispute Resolution Act of 2004".** **18. The LESSOR shall pay liquidated damages if it fails satisfactorily deliver any or all of the good and/or perform the services within the period specified on this contract inclusive of duly granted the extension. The applicable liquidated charges are at least one-tenth (1/10) of one percent (1%) of the cost of the unperformed portion for the everyday of delay until such goods/services are finally delivered and accepted by the LESSOR.**	1	10,000.00	120,000.00
(Total Amount in Words)		**One Hundred Twenty Thousand Pesos Only.**			**Php120,000.00**

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.

Very truly yours,

NILDA T. LUMAPAK
OIC-DM, GASD

Conforme:

John Francis Lorenzo
(Signature over Printer Name of Supplier)

05.15.2025
Date

Funds Available:

MARIA ELENA A. SALAG
Acting GM, Finance Group

OFFICE OF THE AUDITOR
COA-PEZA
RECEIVED
MAY 19 2025
BY: Carl TIME: 4:16PM