

Philippine Rice Research Institute - Bicol
Brgy. Batang, Ligao City
Telefax (044) 456-0415 to 0426 Loc 208, Phone: (044) 456-0403

PURCHASE ORDER

Supplier	TOPBEST SECURITY AGENCY INC.	PO No	PO21-12-0024
Address	219 Jasmine St. Velasco Subd. Brgy. Sipi	Date	12/31/21
TIN	VAT Reg. TIN: 463-013-685-000	Mode of Procurement	Public Bidding

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


Place of Delivery	DA-PhilRice Bicol and Samar Satellite Station	Delivery Term	N/A
Date of Delivery	January 1 - December 31, 2022	Payment Term	Monthly

Item Code	Item Description	Unit	Qty	Cost	Amount
	<p>One lot provision of Security Services to safeguard the Offices, Seed Processing areas, Machineries Section areas, Warehouse, Laboratory and Lodging Facilities, and Motorpool area.</p> <p>Nine (9) well trained guards: 6 guards at DA-PhilRice Bicol and 3 guards at DA-PhilRice Samar Satellite Station with 8 hours shifting schedule</p> <p>With basic security equipment and devices, office equipment, communication equipment, service firearms and ample rounds of ammunition, regular uniform & polo uniform with embroidered company logo.</p> <p>Guards to ensure cleanliness in their respective posts.</p> <p>Agency to provide EACH GUARD fuel allowance for mobility during roving inspections only, heavy duty flashlight and flood light, traffic baton (2 units), whistles, two-way radio, reflectorized vest, handheld blinkers and personal protective equipment. Except for the traffic baton, these shall be issued to each guard individually.</p> <p>Agency to provide ample supply of face masks, face shield and hand sanitizers to its guards.</p> <p>Agency to provide water dispenser and drinking water for the security guards.</p> <p>Upon request of management and as deemed expedient, the agency must be ready to respond to requests for reshuffling of guards.</p> <p>The agency must have a good standing in remittance of PhilHealth, SSS and Insurance (Life & Accident) benefits of security guards.</p> <p>Relievers should be readily available in case of absence or sickness of</p> <p style="text-align: center;">***nothing follows***</p>	lot	1	1,597,975.32	1,597,975.32

Amount in Words	One Million Five Hundred Ninety-Seven Thousand Nine Hundred Seventy-Five Pesos and 32/100	1,597,975.32
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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:

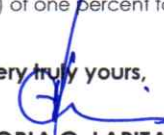


Signature over Printed Name of Supplier

12/31/21

Date

Very truly yours,

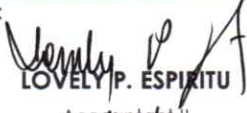


VICTORIA C. LAPITAN

Authorized Official

12/31/21

Date

<p>Funds Available:</p> <p style="text-align: center;"></p> <p style="text-align: center;">LOVELY P. ESPIRITU</p> <p style="text-align: center;">Accountant II</p> <p style="text-align: center;">12/31/2021</p> <p style="text-align: center;">Date</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">ORS NO.</td> <td></td> </tr> <tr> <td>ORS DATE</td> <td></td> </tr> <tr> <td>AMOUNT</td> <td></td> </tr> </table>	ORS NO.		ORS DATE		AMOUNT	
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