



JOHN HAY MANAGEMENT CORPORATION  
a member of The BCDA Group

# PURCHASE/JOB ORDER

PO/JO Number: 2024-215

(Please quote this number on all related correspondence,  
delivery/shipping papers and invoice)

**TO:**

JOSE R. MEDINA JR.  
G/F TESDA Bldg., Loakan Proper  
Baguio City

Contact Name:

Tel No.: 0912325-0897  
TIN: 137-059-289-000

**DELIVER/SHIP TO:**

John Hay Management Corporation  
JHMC Office Complex  
JHSEZ Loakan Road  
Baguio City 2600  
Contact Name:

Tel No.: 074-444-5823  
Fax No.: 074-444-5823  
TIN: 004-025-168-000

PO Date of Approval	PR No.	Requesting Department	Mode of Procurement	Date of Delivery	Delivery Term	Payment Term
12/17/2024	0001138	ASD-HRD	SVP	12/19/2024	on or before December 19, 2024	COD

Item	Quantity	Unit	Description	Unit Cost	Amount
1	1.00	LOT	Procurement of Catering Services for Year End Activity 2024	446,000.00	446,000.00

NOTE: 1. Packed lunch for 120 pax: one (1) soup dish, two (2) meat dishes (chicken, pork), one (1) fish dish, one (1) vegetable dish, rice, soda or fruit juice, water, dessert: fruits or/and cake  
2. Mass items: stipend, two (2) baskets of flowers, two (2) medium sized candles, one (1) basket of fruits, one (1) basket of vegetables  
3. Supplies for the Outreach program: two (2) 50 kilos rice, ten (10) kilos assorted vegetables, five (5) kinds of assorted fruits, toiletries: 5 packs 12 pcs tissue paper, 15 bath soap, 15 bottles shampoo  
4. 35 pcs each: rectangular woven classic basket with handle that fit all the items, 3.03 kg canned mixed fruit cocktail, chocolate 50 grams, 1 kg packed branded pasta noodles, chocolate chip box branded cookies, 1 kg packed branded macaroni pasta, 2 pieces 300g branded canned condensed milk, 2 pieces 250 ml packed all purpose cream, 1 liter tetra pack branded cranberry juice, 500 grams local Arabica coffee, 1 dozen organic eggs, 220 ml packed real mayonnaise, 1 kilo pasta sauce, 750 ml bottled red branded beverage, 1 kilo packed branded ham, locally made packed banana bread, 700 ml bottled honey, packed fresh milk branded  
5. 30 pcs A4 Frames for certificates  
6. 6 packs A4 Special paper for certificates  
GDS-129

PESOS: **FOUR HUNDRED FORTY SIX THOUSAND AND 00/100 PESOS ONLY** **446,000.00**

**Terms and Conditions:**

This Purchase/Job Order (PO/JO) shall be governed by the General Terms and Conditions printed at the back hereof.

Note: Please attach the original copy of this order together with the DELIVERY RECEIPT and SALES INVOICE in the triplicate.

**BUDGET AVAILABLE:**

BUR NO. 02-2024-12-1247

JENNYLYN A. ESPOSO

Budget Officer

**FUNDS AVAILABLE:**

CAF NO. CA#24-12-225

JOSEPHINE Q. TECAN

Accountant

Approved by:

ATTY. MARLO IGNACIO V. QUADRA (for above PhP 35,000.00)

President and CEO

EDSEL U. COLCOL (for PhP 35,000.00 and below)

ASD Manager



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I hereby certify that I am the authorized representative of the company and that by affixing my signature, it shall bind the company I am representing to the terms and conditions of the PO and all applicable provisions of RA 9184 and its revised IRR and other applicable government rules.

I further certify that the above prices, which were quoted in the Request for Quotation (RFQ), are inclusive of all taxes, freight, insurance and all other incidental expenses necessary for its delivery.

CONFORME:

JOSE R. MEDINA JR.

Date Received: DEC 19, 2024

Printed Name and Signature of Authorized Representative

(The supplier shall sign and return the acknowledgement copy to JHMC-Procurement. The PO may be sent through email or fax within five (5) working days after issuance.)

KINDLY EMAIL TO [evangeline.domingo@jhmc.com.ph](mailto:evangeline.domingo@jhmc.com.ph)

THANK YOU.

## TERMS AND CONDITIONS

### 1. Obligations of Supplier (Awardee)

- a. Cause the signing of the approved Purchase/Job Order (PO/JO) by the authorized representative of the company.
- b. Deliver the Goods within the agreed date of delivery, reckoned from the date the PO/JO was signed in "Conforme" by the authorized representative of the supplier.
- c. Submit the original copy of the PO/JO supported by the Delivery Receipt and Sales Invoice (in triplicate) for the processing of

### 2. Obligations of JHMC

- a. Acknowledge receipt of Goods delivered, if found in accordance with the technical specifications.
- b. Pay the Supplier according to the terms of Payment in the PO/JO.
- c. Facilitate of Issuance of gate pass, if necessary.

### 3. Penalty Clause

- a. Liquidated damage in the amount of one-tenth (1/10th) of one percent (1%) of total value of the contract shall be deducted for each day of delay and failure of the contractor/supplier to make the delivery within the specified date of each delivery.
- b. In case of partial delivery a liquidated damage in the amount of one tenth (1/10) of one percent (1%) of total value of the undelivered portion of the contract shall be deducted for each day of delay for failure of the contractor/supplier to make the
- c. Facilitate of Issuance of gate pass, if necessary.

### 4. Contract Termination

The JHMC may terminate the contract for the reason of default in any of the following conditions:

- a. Failure by the winning supplier to accept the award or refusal to sign the PO/JO in "Conforme by" the authorized
- b. Outside of force majeure, failure of the Supplier to deliver or perform any or all of the Goods within the period(s) specified in the contract, or within the extension thereof granted by the JHMC pursuant to a request made by the Supplier prior to the delay, and such failure amounts to at least ten percent (10%) of the contract price (Section IIIA 1.b Appendix 4 of the revised IRR)
- c. As a result of force majeure, failure of the Supplier to deliver or perform any or all of the Goods, amounting to at least (10%) of the contract price, for the period of not less than sixty (60) calendar days after receipt of the notice to the BCDA stating that circumstance of force majeure is deemed to have ceased (Section IIIA 1.b Appendix 4 of the revised IRR)
- d. The JHMC may terminate the contract at any time if JHMC sees or evaluate that the services is no longer needed and/or for the reasons of default by the provider of its contractual obligations.
- e. Failure of the Supplier to perform any other obligations under the Contract (Appendix 4, Section IIIA. 1.C, Appendix 4 of the

### 5. Blacklisting of Supplier

For refusal to accept an award, or enter into contract or perform the obligations as agreed, without justifiable cause after it has been adjudged as having the Lowest Calculated and Responsive Bid (LCRB), JHMC shall include the winning Supplier in the list of JHMC Blacklisted Suppliers for the period of one (1) year

