



To be signed in three (3) copies:
1 Original Copy for BSP
1 Duplicate Original Copy for BSP (w/initials)
1 Original copy for Supplier

BSP ROXAS BRANCH

JOB ORDER

J-A Construction Supply
Brgy. Cagay, Roxas City
Mobile No. (0917) 322-9710
Tel. No. (036) 522-5955
Email: j.a_construction@yahoo.com

P.O. No. 6600000499
Date of SAP Entry 02 February 2021
BAC Reference No. 4000004931
Reference Date 15 January 2021
End-User Dept. BSP Roxas Branch
Certification of Budget earmarked on 19 Jan 2021;
Availability of Funds Funds re-certified on 02 Feb 2021.

Dear Sir/Madam:

Please supply us with the service(s) specified, and within the period stated below:

Table with 2 columns: Service(s)/Specification(s) and Total Contract Amount (VAT inclusive). Row 1: One (1) Lot - Hauling Services for Pick-up and Disposal of Shredded Currency Notes after Regional Currency Retirement - per attached BSP Terms of Reference/TOR. Total Contract Amount: Php75,000.00. Note: ***nothing follows***

Completion Period: Effective from the date indicated in the Notice to Proceed until 31 December 2021 or until contract amount is fully consumed, whichever comes first

Handwritten signature: Maanday
MA. JESELIA L. LANDOY
Deputy Director
Date: 2/2/2021

Performance Security: N/A

- I. On behalf of the above Service Provider, the undersigned AGREES to the terms and conditions of this Job Order (J.O.) and those contained in the following documents, which shall be deemed to form, and be read and construed, as an integral part hereof:
(i) Financial Proposal; (v) [Bid Bulletin No/s. dated xxxxx] (if any);
(ii) BSP Terms of Reference/Scope of Works; (vi) Notice of Award; and
(iii) General Conditions of Contract; (vii) Performance Security.
(iv) Special Conditions of Contract;

All other documents required under Rep. Act No. 9184 and its 2016 Revised Implementing Rules and Regulations (IRR), existing laws, and Bidding Documents issued by the BSP, although not stated herein, shall also form part of this J.O.

- II. We further AGREE that:
A. The article(s)/service(s) to be delivered or provided to the BSP shall be in accordance with the specifications, terms of reference and scope of work of the project. The article(s)/service(s) to be supplied/provided shall be covered by a warranty against manufacturing defects as stated on page 2 of this J.O.
B. Upon delivery of the article(s)/performance of service(s) covered by this J.O., the Performance Security posted above shall be released/cancelled/refunded. However, our failure to deliver the article(s)/perform the service(s) within the period specified herein shall give the BSP the right to cancel this order, forfeit in its favor the performance security, and impose administrative penalty/ies as may be applicable.
C. In case of delayed delivery of supplies/deliveries/performance of service(s), the BSP shall have the right to impose liquidated damages, not by way of penalty, in an amount equivalent to 1/10th of 1 percent of the cost of the delayed goods scheduled for delivery for every day of delay, collectible from any money due or which may become due us, or in the absence or insufficiency thereof, from the posted performance security, at the option of the BSP. The computation of liquidated damages shall be reckoned on the date stated in the J.O., NTP or delivery schedule, whichever is applicable.

Received EXECUTED J.O. as signed by the parties:
Signature: [Handwritten Signature]
Name: Fitchit F. Basquez
Date: [Handwritten Date]

FOR J-A CONSTRUCTION SUPPLY:
MS. ANGELA VISTACION LAGRAZADA
Owner/Proprietor
02 FEB 2021

IMPORTANT: The date of execution of this J.O. shall be the date of signing by both parties. If the parties signed on different dates, the reckoning date of the execution of this J.O. shall be the later date. The date of execution of this J.O. shall be the contract effectivity date unless otherwise agreed upon or stipulated in a separate document (i.e. Approval of Award, Notice of Award, NTP) stating a different contract effectivity date.

(PLEASE SEE REQUIREMENTS, INSTRUCTIONS, AND CONDITIONS AT THE BACK)

BAC GS No. PR No. 4000004931 dated 15 Jan 2021

One (1) Lot - Hauling Services for Pick-up and Disposal of Shredded Currency Notes after Regional Currency Retirement - per attached BSP Terms of Reference/TOR

REQUIREMENTS, INSTRUCTIONS, AND CONDITIONS

I. NOTICE TO PROCEED

The NOTICE TO PROCEED shall be issued by BSP Roxas Branch [or cite what is in the Terms of Reference or the Delivery Order date].

II. DELIVERY

A. Unless otherwise indicated in this J.O., the articles/service shall be delivered, as follows:

1. Place of delivery

<input type="checkbox"/> Warehouse Division Administrative Services Department (ASD) Rm. 109, 5-Storey Bldg., BSP Main Office Bangko Sentral ng Pilipinas (BSP) A. Mabini corner P. Ocampo Sr. Streets Malate, Manila	<input type="checkbox"/> Banknotes and Securities Printing Department (BSPD) <input type="checkbox"/> Mint and Refinery Operations Department (MROD) <input type="checkbox"/> Department of General Services (DGS) BSP-SPC, East Avenue, Diliman, Quezon City
<input type="checkbox"/> Regional Monetary Affairs Sub-sector Rm. 305, Multi-Storey Bldg., BSP Main Office	<input checked="" type="checkbox"/> Others: <u>Bangko Sentral ng Pilipinas – Roxas Branch</u> 2 nd Floor, Administrative Division, BSP Roxas Branch, Arnaldo Blvd., Brgy. Baybay, Roxas City

2. Delivery schedule (unless otherwise indicated in the Delivery Schedule)

- CAPEX (Monday-Wednesday-Friday from 8:00 am – 3:00 PM)
 OPEX (Monday to Friday from 8:00 am – 3:00 pm)

Note: If the last day delivery falls on a non-working/non-delivery day, the next working/delivery day at the specified delivery hours, shall be the last day of delivery.

3. Delivery documents/requirements

<u>DOCUMENTS FOR SUBMISSION:</u>	<u>DOCUMENTS FOR PRESENTATION</u> <u>(certified true copy may be submitted):</u>
<input type="checkbox"/> Original Supplier's Invoice(s)/Bill(s) and/or Delivery Receipt(s)	<input checked="" type="checkbox"/> Original J.O.
<input type="checkbox"/> Certified by BSP as True Copy of J.O.	<input checked="" type="checkbox"/> Notice to Proceed/(Delivery Period/Schedule as stated above)
<input type="checkbox"/> Official Receipts (issued by the Bureau of Customs) evidencing payment of taxes, duties and other charges for the articles to be delivered. The exact specification and/or serial number of the article(s) delivered shall appear in the covering Packing List and/or Import Entry Declaration or Commercial Invoice Receipts. No payment of deliveries received will be made unless the requirement under Administrative Order No. 200, Series of 1990, is complied with.	<input checked="" type="checkbox"/> Terms of Reference/ Technical Specifications/Scope of Work/ Service Level Agreement/Terms and Conditions/Complete List of Items for Delivery (for Lot purchases)
<input type="checkbox"/> Others	<input type="checkbox"/> Documents as per Letter of Credit

B. FOR BSP HEAD OFFICE: One or two hand-carried package/s or item/s with size not exceeding 50x60x35 cm (length x width x height) shall be allowed to pass through BSP Gate 3. Three or more packages/items of the same size or in bulk/oversized packages shall pass through BSP Gate 6 for manual security inspection.

C. The delivery vehicle/s to be used shall be in good condition when it enters the BSP premises. Supplier must present the J.O. to the guard on duty for instructions/guidance.

III. PAYMENT

A. All invoices, bills and/or delivery receipts shall be compliant with the BIR Revenue Regulation (RR) No. 18-2012, Revenue Memorandum Circular (RMC) Nos. 44-2013 and 52-2013 and indicate, among other things: (i) Bangko Sentral ng Pilipinas as Buyer, (ii) J.O. No., and (iii) BAC-GS No.

B. Payments/collections shall be with duly acknowledged/issued:

- i. Delivery receipt/ sales invoice
 ii. Certificate of Satisfactory Performance/Certificate of Completion and Acceptance
 iii. Cost breakdown/ Cost breakdown of Billing Rates

C. Payment shall be based on actual deliveries, subject to the existing accounting and auditing rules and regulations.

D. Request for refund of performance security filed in the form of cash, check or irrevocable letter of credit should be addressed to the end-user department.

E. If new supplier/contractor/service provider, submit the duly accomplished Authority to Credit form to the end-user department, together with the required supporting documents, as applicable.

IV. BSP No Gift Policy

We have not given, nor do we intend to give, any amount of money or gift in any form to any official or employee of the BSP in securing this Order or having the payment hereof expedited.

ACKNOWLEDGED BY:


 (SIGNATURE OVER PRINTED NAME OF AUTHORIZED REPRESENTATIVE)
J-A CONSTRUCTION SUPPLY