



## NOTICE TO PROCEED

April 29, 2019

PO No.: 19-00303-CSE  
NOA No.: 2019-PSNOA87-BACNOA10-PS

**MS. MERECEL B. ARRIOLA**  
**GAKKEN PHILIPPINES, INC.**  
#130 GPI Bldg. cor. A. Lake St.  
Aurora Blvd. San Juan, Metro Manila  
Telephone/Fax: 725-9373/722-8933  
Email: gpigov2@gakkenphil.com

**Dear Ms. Arriola:**

The attached Purchase Order having been approved, notice is hereby given to **GAKKEN PHILIPPINES, INC.** that performance on **Supply and Delivery of Paper Trimmer/Cutting Machine for the Procurement Service (PS)** for the following items under **PB 19-098-10** shall commence effective on the date of receipt of this Notice:

| Lot No. | Item/Description  | Qty        | UOM          | Unit Price        | Amount                |
|---------|---|------------|--------------|-------------------|-----------------------|
| 1       | <b>PAPER TRIMMER / CUTTING MACHINE, table top, guillotine type,</b><br>one (1) unit per box | <b>784</b> | <b>units</b> | <b>₱ 8,940.00</b> | <b>₱ 7,008,960.00</b> |

Upon receipt of this notice, you are responsible for performing the services under the terms and conditions provided in the Purchase Order and in accordance with the Delivery Schedule.

Please acknowledge receipt of this notice by signing on the space provided below.

Very truly yours,

**(SGD) ELISA MAY ARBOLEDA-CUEVAS**  
Executive Director

Date of receipt of this Notice: APRIL 30, 2019

Name of Authorized Representative: **MERECEL B. ARRIOLA**

Signature of Authorized Representative: SIGNED



# CONTRACT/PURCHASE ORDER

No. **PO19-00303-CSE**

To: **GAKKEN PHILIPPINES, INC.**  
 130 GPI Bldg. cor. A. Lake St. Aurora B  
  
 San Juan City  
 Metro Manila

Date April 26, 2019  
 Reference: **PUBLIC**  
**BIDDING No. PB No.19-098-10**  
 Date of PB: April 3, 2019

Please deliver the article(s)/product(s)/supplies/materials listed below priced in accordance with your Quotation No. -XXX- dated -XXX- subject to the Terms and Conditions enumerated at the back hereof:

| Item No. | ITEM and DESCRIPTION/SPECIFICATIONS/STOCK No.   | QTY | UNIT | UNIT PRICE | AMOUNT       |
|----------|---|-----|------|------------|--------------|
| 1        | <p><b>PAPER TRIMMER/CUTTING MACHINE, table top, guillotine type, one(1) unit per box</b></p> <p>For complete and detailed specifications, please refer to the attached Technical Evaluation Report which form part of this Purchase Order.</p> <p>Delivery shall conform with the minimum labeling requirements under R.A. 7394</p> <p>The inspections and tests that will be conducted shall be in accordance with Section VII. Technical Specifications.</p> <p>A warranty covered by either retention money or special bank guarantee equivalent to at least 1% of the payment on the contract price shall be required for a period of one (1) year after acceptance.</p> <p>Subject to Expanded Withholding Tax, Final Withholding Tax and Other Percentage Taxes Reference: R.A. 9337, Revenue Regulation Nos. 16-05, 14-02, 12-01 &amp; 2-98.</p> | 784 | UNIT | 8,940.00   | 7,008,960.00 |

TOTAL AMOUNT **₱ 7,008,960.00**

PLACE OF DELIVERY:  
 Please see above address.

DELIVERY INSTRUCTIONS:  
 Please see above instructions.

FUNDS AVAILABILITY CERTIFIED BY:

ALLAN RAUL M. CATALAN (SGD)  
 ACCOUNTANT

DATE

AUTHORIZED BY:

ELISA MAY ARBOLEDA - CUEVAS (SGD)

DIRECTOR

DATE

Purchase Order received and accepted subject to the Terms and Conditions enumerated at the back hereof:

**GAKKEN PHILIPPINES, INC.**

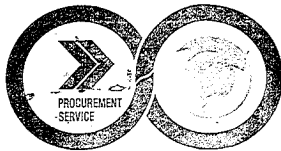
**MS. MERECEL B. ARRIOLA (SGD)**

NAME OF SUPPLIER

AUTHORIZED REPRESENTATIVE  
 (SIGNATURE OVER PRINTED NAME)

DATE RECEIVED

DUE DATE



# CONTRACT/PURCHASE ORDER

No. **PO19-00303 -CSE**

To: **GAKKEN PHILIPPINES, INC.**  
 130 GPI Bldg. cor. A. Lake St. Aurora B  
  
 San Juan City  
 Metro Manila

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|----------|--|-----|------|------------|--------|
|          | <p>The following documents shall be deemed to form and be read and construed as part of this Purchase Order, viz:</p> <ul style="list-style-type: none"> <li>a)the Supplier's Bid, including the Technical and Financial Proposals, and all other documents/statements submitted (e.g. bidder's response to clarifications on the bid), including corrections to the bid resulting from the Procuring Entity's bid evaluation;</li> <li>b)the Schedule of Requirements;</li> <li>c)the Technical Specifications;</li> <li>d)the General Conditions of Contract;</li> <li>e)the Special Conditions of Contract;</li> <li>f)the Performance Security; and</li> <li>g)the Entity's Notice of Award</li> </ul> <p><b>DELIVERY INSTRUCTION</b></p> <p>1st, within thirty (30) calendar days from receipt of NTP, 134 units<br/>           2nd, within thirty (30) calendar days thereafter, 130 units</p> |     |      |            |        |

TOTAL AMOUNT ₱ **7,008,960.00**

PLACE OF DELIVERY:

Please see above address.

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Please see above instructions.

FUNDS AVAILABILITY CERTIFIED BY:

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 ACCOUNTANT

DATE

AUTHORIZED BY:

**ELISA MAY ARBOLEDA - CUEVAS** (SGD)

DIRECTOR

DATE

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**MS. MERECEL B. ARRIOLA** (SGD)

NAME OF SUPPLIER

AUTHORIZED REPRESENTATIVE  
 (SIGNATURE OVER PRINTED NAME)

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|----------|---|-----|------|------------|--------|
|          | 3rd, within thirty (30) calendar days thereafter, 130 units<br>4th, within thirty (30) calendar days thereafter, 130 units<br>5th, within thirty (30) calendar days thereafter, 130 units<br>6th, within thirty (30) calendar days thereafter, 130 units<br><br><b>PROJECT SITES:</b><br>PS Warehouse, PS Complex, RR Road Cristobal St., Paco, Manila; and End-User Agencies within Metro Manila, Antipolo, Imus, Cavite and Pampanga. |     |      |            |        |

TOTAL AMOUNT ₱ 7,008,960.00

PLACE OF DELIVERY:  
 Please see above address.

DELIVERY INSTRUCTIONS:  
 Please see above instructions.

FUNDS AVAILABILITY CERTIFIED BY:

ALLAN RAUL M. CATALAN (SGD)  
 ACCOUNTANT DATE

AUTHORIZED BY:

ELISA MAY ARBOLEDA - CUEVAS (SGD)  
 DIRECTOR DATE

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GAKKEN PHILIPPINES, INC.  
 NAME OF SUPPLIER

MS. MERECEL B. ARRIOLA (SGD)  
 AUTHORIZED REPRESENTATIVE  
 (SIGNATURE OVER PRINTED NAME)

DATE RECEIVED

DUE DATE