

Republic of the Philippines
KALINGA STATE UNIVERSITY
 Tabuk City, Kalinga
PURCHASE ORDER

Supplier : **DOÑA ALEJANDRA, INC.** P.O. No. : **2024-02-156**
 Address : **G/F ESNA Bldg., #30 Timog Ave., Quezon City** Date : **February 19, 2024**
 TIN : **006-300-311-00000** Mode of Procurement: **PUBLIC BIDDING**

Requisitioning Unit/Department: **Human Resource Management Office**

Gentlemen:

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

Place of Delivery: **KSU-Supply Office, Bulanao Campus** Delivery Term : **FOB DESTINATION**
 Date of Delivery **180 calendar days after the receipt of PO by the supplier** Payment Term : _____

Stock/ Property No.	Unit	Description	Quantity	Unit Cost	Amount
1	Lot	Human Resource Information System (HRIS)	1	6,475,000.00	6,475,000.00
		1. License - Perpetual License is for one (1) installation exclusive use of KSU ONLY - The Software solution must be registered in the Intellectual Property of the Philippines			
		2. Hardware Deliverables - 15 units of high-capacity fingerprint, facial recognition and NFC (card) Android biometrics device (realtime push technology), 1 year device warranty and with the following specifications: Screen size: 5 inch (touch screen), Installation: Wall mounted, Face Capacity: 20,000, Fingerprint Capacity: 20,000, Card Capacity: 20,000, Logs Capacity: 1,000,000, Net-work: LAN and 2.4Ghz Wifi, LED fill light included - 4 unit powerededge R650xs Silver 4310 Processor: intel Xeon Silver 4310 2.1, 12C/24T/s, 10.4GT/s, 18M Cache, Turbo, HT (120W) DDR4- 2666. 12 gb RAM, Chassis: 2.5" Chassis with up to 8 harddrives (SAS/SATA), 1 CPU. Fans: Standard fans x5 Drives: 1.2TB Hard Drive ISE SAS 12Gbps 10k 512n 2.5in Hot-Plug RAID: PERC H755 SAS Front Em-bedded NIC (LOM) Broadcom 5720 Quad Port 1Gb On-board LOM, Expansion Slots: Riser Config 4, 1x0CP 3.0 (x16) + 1x16LP, OCP 3.0: Broadcom 5720 Quad Port 1gbbe			
		Sub-total Amount			6,475,000.00

(Total Amount in Words)

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 on the undelivered item/s.

Conforme

Signature over Printed Name of Supplier

Date: 2/28/24

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM

President

Requisitioning Office/Dep't	Fund Cluster	ORS/BURS No. :
	Funds Available :	Date of the ORS/BURS:
LORNA C. VALDEZ	ARNOLD A. TANDING, CPA, MBA	Amount :
Administrative Officer V	Supervising Administrative Officer/ Head, Accounting Unit	

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	BASE-T Adapter, OCP NIC 3.0, Internet Mgmt: Enterprise 16G, Optical Drive: 8X DVD-ROM, USB, EXTERNAL, Power Supply: Dual, Hot,plug, Power Supply Redundant (1+1), 800W, Mixed Mode, NAF, Form Factor 1U Rack, Railkit: A11 drop-in/stab-in Combo Rails with cable management Arm, Warranty: 3 years ProSupport NBD			
	3. Software Deliverables - Human Resource Information and Payroll System - cross platform integration of KSU In-house developed system through application programming interface (API) - Data migration from HRIS (in-house) of KSU to the newly procured HRIS - Compliance with Data Privacy Act of 2012 - Compliance with CSC PRIME HRM level 4 standard - 24/7 software availability on concurrency - No system limitations on the number of users and transactions (Depending on hardware capacity) - Regular data backup and recovery in case of system failure - Installers of software used by the Human Resource Information and Payroll System. Third party software installer included - One (1) Managed Cloud Services for the HRIPS and Online Recruitment Platform			
	Sub-total Amount			0.00

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	4. Project Deliverables		
	- One (1) data encoder that will assist in migrating and encoding the personnel information of employ-ees for at least three (3) months and maximum of six (6) months		
	- Complete documentation covered by this TOR		
	- Users training		
	- Complete project turn-over		
	5. HRIS Modules		
	5.1 Recruitment, Selection and Placement - Job vacancy management for plantilla and job orders, Job vacancy posting and publication management, Applicant management, Applicant examination management of scores and results, Application for insider and outsider applicants, Integration of applicant information to the Personal Data Sheet upon hiring, Updating of PSB Rating, Action Sheet Report, Ap-ointment Transmittal and Action Form, Publication Report, Application Assessment Forms, Recruitment Tracking Form, Appointment Management, Appointment Forms, Online Recruitment Platform must include tracking no., SMS and email alerts for internal and external applicants, Customized sender name for SMS. SMS credits included for the duration of the warranty period, Integration and synchronization between the Online HRIPS and Online Recruitment Platform.		
Sub-total Amount			0.00

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		5.2 Learning and Development - Invitation pro-cessing, Training nominations, approval and as-sessment Forms, Training / program reports, Train-ings by sponsoring agencies report, Trainings for employees with scholarship grant, Generation of em-ployee / individual training, Synchronization of ap-proved training to employee's PDS			
		5.3 Performance Management - Management of Performance Appraisals, Generation of Performance Based Bonus Form, Performance Based Bonus Re-port, Individual Performance Commitment and Re-view (IPCR), Office Performance Commitment and Review (OPCR), Strategic performance management report, Individual learning and development plan, Coaching and monitoring			
		5.4 Rewards and Recognition - PRAISE Nomina-tion, Productivity Enhancement Incentive, Special Awards, Performance Based Bonus, Loyalty Incen-tive Pay, Perfect Attendance Incentive			
		Sub-total Amount			0.00

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<p>5.5 Personnel Information - Personal data sheet (PDS) management as indicated in the latest CSC form, Maintain update history of the personal data sheet (PDS), Government issued identification cards (IDs) management, 201 documents, Statement of Assets, Liabilities and Net Worth (SALN) management, Summary of SALN Fillers (notifications) BIR Form 1902, BIR Form 1905, BIR Form 2316, Work Experience Sheet, Certificate of employment, Ser-vice Record, Notice of Salary Adjustment (NOSA) ,Notice of Salary Increase (NOSI), Self-Assessment form, Summary List of SALN Filers, List of Newly Hired Employees who received Initial Salary, Details management for user account, position, bank account, contacts (in case of emergency), relatives in the government, administrative offenses, formal charges, income and deductions, and leave and holi-day eligibility, Employees can update their own per-sonal data sheet (PDS) subject for approval of Hu-man Resources, Management of all current and pre-vious employees, Filing and approval of compensato-ry, overtime, leave, request change shift, DTR correc-tion and manual submission of DTR, Monitoring, screening and evaluation of Magna Carta applica-tions and reports, Provident fund applications and reports, Psychological assessment and self-assessment application, Reports that can extract the data with comprehensive search filters from the em-ployee information, Demographics reports that can extract the data with graphical charts and compre-hensive search filters from the employee information, Announcements,</p>	<p>Sub-total Amount 0.00</p>

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	5.6 Employee Self Service – allow your employees to send PDS updates subject for approval and filings (leave, compensatory, pass slip, overtime, DTR cor-rection, PRAISE nomination, retirement, request change shift, manual submission of DTR, and magna carta applications). Includes employee inquiry, cus-tomer feedback, training nominations, trainings and seminars, application for Individual Development Plan (IDP), and Individual Performance Commitment Review (IPCR).			
	5.7 Time and Attendance Management - Schedule management for fixed, flexible and shifting setup, Shift management for regular and night shift, Holidays and employee eligibility, User must be able to download schedule template which they can edit and upload for schedule creation, Calendar view of attendance monitoring that shows the summary of perfect time entries, problematic time entries (with schedule but no time entries), corrected time entries (through DTR correction), incomplete time entries, on leave, holiday, and no schedule time entries, Generation of Time Entries for Officials (Exempted from Biometrics), Manual uploading of biometric time entries, Manipulation of work suspensions, Online attendance for work from home employees, DTR Review and Finalize functions, Daily Time Record (CS Form No. 48), Absent Without Official Leave Report, Employee Attendance Report, Habitual Tardiness Report, Habitual Undertime Report, Habitual			
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		DTR Correction Report, Habitual Leave Report, Incomplete Time Entries Report, Overtime Report, Off Duty Schedule Report, Perfect Attendance Report, Manpower Report, Monthly Report of Attendance, Late Leave Filing Report, Accomplishment Report, Consolidated Overtime and Compensatory Time Off Report, Generation of Prolonged Leaves, Generation of List of Late Filed Leave Applications, Generation of Employees' Number of Punches in Biometrics, Consolidated Tardiness and Undertime Report with Monetary Value, Custom Time-Keeping Reports, Integrated with leave module to allow earning of leaves based on DTR, Integrated with leave module to allow deduction of leaves based on late and undertime, Integrated with leave module to display days on leave in the DTR, Integrated with biometrics devices to allow automated consolidation / retrieval of time entries and plot it to the DTR			
		5.8 Leave Management - Employee leave eligibility, Can manually apply adjustments, Leave approval will allow HR user to review submitted leaves and apply the necessary adjustments as necessary, Leave Card / Ledger, Leave Earned of All Employees Per Month, Leave Balance History Per Leave Classification, All Employees Leave Report, Unauthorized Leave Report, Integrated with timekeeping to allow earning of leaves based on the DTR			
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	and CSC leave computation, Integrated with DTR module to allow deduction of leaves based on late and undertime, Integrated with employee self-service module where employees can file leave , Integrated with payroll to allow leave monetization			
	5.9 Payroll - Payroll period management, Integrated with employee information to use details needed for payroll generation such as: Position Title, Salary Grade, Step No., Employment Status (Permanent, Job Order and etc.), Employment Type (Full Time / Part Time), Required hours per week, Basic Salary, Bonus and other benefits, De Minimis, RATA, PERA, Cellphone Allowance, Quarters Allowance, Government Mandated Benefits, Current applicable tax computations; Payroll should follow CSC rules, regulation and policies, Income and benefits management, Deductions management, Loans and payments management, General Payroll, Hazard Payment, Night Differential, Leave Monetization, Loyalty Incentive Pay, Longevity Incentive Pay, Step Increment, Mid-year Bonus, Year-end and Cash Gift Bonus, Anniversary Incentive, Affiliation Incentive, Productivity Enhancement Incentive, Clothing Allowance, Athletic Allowance, Tax Refund and Deficit Adjustment, Allow reviewing, adjustments and finalization of payroll generated, Allow locking of payroll, Allow manual exclusion/cancellation of employee from payroll period, Payslip Report, Excluded/Cancelled Employees Report, PHIC Contribution Table, BIR Tax Table, Cover Page,			
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	General Payroll Report, LBP Report, Bank Proof List, Summary of Mandatory Deductions, Summary of Salaries, Benefits and Other Allowances, Summary of Payroll to include basic salary, mandatory deductions, other income, other deductions and loans and payments, YTD (Year to Date) Payroll Register Report, Hazard Payment Report, Hazard Payment Summary Report, Year End and Cash Gift Bonus Report, Mid-Year Bonus Report, Clothing Allowance Report, Monetization of Leave Credits Report, Contribution Reports, GSIS Contribution Report, PHIC Contribution Report, PAGIBIG Contribution Report, Tax Contribution Report, Mortuary Deduction, Union Dues, Remittance Reports, Withholding Tax Monthly Remittance Report, PHIC Remittance Report, PHIC Monthly Remittance Report, GSIS Remittance Report, GSIS Monthly Remittance Report, PAGIBIG Remittance Report, PAGIBIG Monthly Remittance Report, Loans and Payments Report, Monthly Loan and Payment Report, Payroll detail approval, Bulk Uploading of Tax Amount, Re-compute Specific Employee on Review and Finalize, Exclude Employees on Specific Week Pay, Custom Payroll Reports, Certificate of PHIC, PAGIBIG, GSIS Contributions and Loans, Settings for GSIS Contribution Percentage, Settings for PAGIBIG Minimum Contributions, Generate Report for Payroll with anticipated Leave Without Pay, Creation of ISO Incentive Payroll and Vouchers, Creation of Mandatory Service Retiree Payroll and Vouchers, Athletic Allowance, CNA, Living Quarters Allowance, Perfect Attendance Incentive, Self-			
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5.10 Reports - Customizable executive dashboards - Customizable employee reports	
5.11 One (1) year Subscription of Online Recruitment Application - cloud hosting to enforce better security and only expose the Online Recruitment Application for public use. Separate Online Recruitment with SMS module app *(Software-as-a-Service) will be hosted in a Philippine based Data Center. This means it is governed and will strictly follow the rules, regulations, policies and laws of the Philippine government that includes: 24/7 Uptime, 24/7 Data Center Services, High Availability Setup, Secured setup, Regular Maintenance services, Automated Backups, Accessible anytime and anywhere using modern browsers, Setup, configuration and managing the Cloud Hosting is included, Optimized configuration for Online Recruitment module, Ensured and scalable resource setup means guaranteed and adjusted hosting specifications based on usage, SMS module for online recruitment (Software-as-a-Service). Custom sender name "KSU HR" may be used. SMS credits already included, Integration and synchronization between client's on-premise HRIPS and Online Recruitment Application.	
Sub-total Amount	0.00

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	6. Cloud Hosting			
	- KSU will provide the software provider the cloud hosting of the HRIS in the production.			
	- Hosting of the HRIS will be provided by the soft-ware provider during the implementation/testing peri-od.			
	- Renewal of subscription for the Online Recruitment Application is subject for review of the KSU.			
	7. Miscellaneous			
	- Must be capable of being accessed using multiple browsers.			
	- Must be using a multi-tiered layer approach with a Model-View-Controller (MVC) pattern			
	- Must use MySQL and data at rest encryption			
	- Must be fully secured to run via intranet and internet			
	- Must use design templates through the use of cascading style sheets (CSS)			
	- Must be compliant with the existing Government and Civil Service Commission rules, regulations and policies			
	- Must be configurable and customizable to allow ease of use and flexibility in adjusting the libraries used			
	- Must have a facility to allow dashboards to show quick access to data and notifications. Dashboard information must be updated to reflect real time data			
	- Must be able to audit trail / record all transactions, insertions and modifications for transparency and accountability			
	- Must be able to run with modern browsers such as Microsoft Edge and Internet Explorer, Mozilla Firefox, Apple Safari and Google Chrome			
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- Must submit a Project Implementation Plan subject for agency's approval. The Project Implementation Plan must include the project timeline, work schedule and training schedule- Must submit a user manual for the software and hardware components of this project
 - Must submit the qualifications and credentials of the project team for the proposed solution. Experience in Civil Service Commission Compliant Human Resource Information and Payroll System must be indicated. To be included in the submission of bids.
 - Must submit brochures of the hardware and software components of the proposed solution. To be included in the submission of bids.
 - Must present a Proof of Concept (POC) of the HRIPS that complies with the CSC rules, regulations, policies and reports. (The POC shall be presented through video or demonstration on the overall concept of the system during the post qualification and CSC rules, regulations, policies and reports must be presented.) In the absence of that presentation during the post qualification, it shall be a ground for post disqualification.
 - Must provide a certificate of satisfactory performance from the agency used in the SLCC.
 - Must have a valid and current Certificate of Registration from the Data Privacy Commission
 - Must have implemented at least three (3) completed Civil Service Commission Compliant Human Resource Information and Payroll System at any government agency for the past three (3) years.

Sub-total Amount

0.00

(Total Amount in Words)

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 on the undelivered item/s.

Conforme

Signature over Printed Name of Supplier

Date:

Very truly yours,

EDUARDO T. BACTANG, CPA, DBM

President

Requisitioning Office/Dep't

Fund Cluster :

Funds Available :

ORS/BURS No. :

Date of the ORS/BURS:

LORNA C. VALDEZ

ARNOLD A. TANDING, CPA, MBA

Amount :

Administrative Officer ✓

Supervising Administrative Officer/ Head, Accounting Unit

Republic of the Philippines
KALINGA STATE UNIVERSITY
 Tabuk City, Kalinga
PURCHASE ORDER

Supplier : **DOÑA ALEJANDRA, INC.** P.O. No. : **2024-02-156**
 Address : **G/F ESNA Bldg., #30 Timog Ave., Quezon City** Date : **February 19, 2024**
 TIN : **006-300-311-00000** Mode of Procurement: **PUBLIC BIDDING**

Requisitioning Unit/Department: **Human Resource Management Office**

Gentlemen:

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

Place of Delivery: **KSU-Supply Office, Bulanao Campus** Delivery Term : **FOB DESTINATION**
 Date of Delivery **180 calendar days after the receipt of PO by the supplier** Payment Term :

	8. Project Timeline - Must be designed, developed, delivered and in-stalled within six (6) months from the receipt of Notice to Proceed. - Training must be completed within one (1) month after the delivery and installation of the Human Re-source Information and Payroll System.			
	9. Warranty - Software warranty period must be one (1) year from the delivery and installation of the Human Resource Information and Payroll System and Online Recruitment Platform. - High-capacity fingerprint, facial recognition and NFC (card) biometrics devices warranty period must be one (1) year from delivery and installation of high-capacity fingerprint, facial recognition and NFC (card) biometrics devices hardware. - Warranty coverage must consist of the following: - Configuration, installation and implementation of all modules of the Human Resource Information and Payroll System and Online Recruitment Platform. - Installation, reinstallation, setup, configuration, re-configuration of the application and database server, high-capacity fingerprint, facial recognition and NFC (card) biometrics devices.			
	Sub-total Amount			0.00

(Total Amount in Words)

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 on the undelivered item/s.

Conforme

Signature over Printed Name of Supplier

Date: 2/26/24

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM

President

Requisitioning Office/Dep't	Fund Cluster :	ORS/BURS No. :
	Funds Available :	Date of the ORS/BURS:
LORNA C. VALDEZ	ARNOLD A. TANDING, CPA, MBA	Amount :
Administrative Officer V	Supervising Administrative Officer/ Head, Accounting Unit	

Republic of the Philippines
KALINGA STATE UNIVERSITY
 Tabuk City, Kalinga
PURCHASE ORDER

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Requisitioning Unit/Department: **Human Resource Management Office**

Gentlemen:

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Place of Delivery KSU-Supply Office, Bulanao Campus		Delivery Term : FOB DESTINATION	
Date of Delivery 180 calendar days after the receipt of PO by the supplier		Payment Term :	
	<ul style="list-style-type: none"> - Response to support request within 24 hours. - Provide site visits, telephone, teleconferencing and e-mail support within the warranty period. - System updates when a new version is available. - Provides consultation for standard configuration and performance tuning within the warranty period. - Bug fixes, corrections and minor adjustments. - Provide highly technical personnel to support the project. - Software updates, reinstallation and support with-in this period must be free of charge. 		
	10. Extended Support - 1 year after sales technical service support		
	Terms and Conditions:		
	a) All equipment and components should be branded (not clone, imitation, or assembled) and brand new. The units should be delivered duly packed and sealed by the direct company/ manufacturer.		
	Sub-total Amount		0.00

(Total Amount in Words)

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 on the undelivered item/s.

Conforme


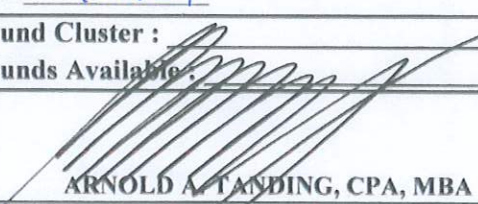
Signature over Printed Name of Supplier

Date: 2/26/24

Very truly yours

EDUARDO T. BAGTANG, CPA, DBM

President

Requisitioning Office/Dep't	Fund Cluster : Funds Available :	ORS/BURS No. : Date of the ORS/BURS: _____
 LORNA C. VALDEZ Administrative Officer V	 ARNOLD A. TANDING, CPA, MBA Supervising Administrative Officer/ Head, Accounting Unit	Amount : _____

Republic of the Philippines
KALINGA STATE UNIVERSITY
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PURCHASE ORDER

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Requisitioning Unit/Department: **Human Resource Management Office**

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	b)	Availability of parts in the local market by local distributor.			
	c)	Provision of Technical Data Sheet indicating the brand name and model of item/s.			
	d)	Provision of Operations and Maintenance Manual of the item/s, if applicable.			
	e)	e) The supplier shall conduct training on the use of the delivered System Software and item/s using the operations and maintenance manual provided.			
	f)	The system software and items as specified in this Technical Specifications shall be delivered only to the address indicated herein to be received by authorized personnel.			
		Sub-total Amount			0.00

(Total Amount in Words)

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 on the undelivered item/s.

Conforme

Signature over Printed Name of Supplier
 Date: 2/26/24

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM
 President

Requisitioning Office/Dep't	Fund Cluster : Funds Available :	ORS/BURS No. : Date of the ORS/BURS: _____
LORNA C. VALDEZ Administrative Officer V	ARNOLD A. TANDING, CPA, MBA Supervising Administrative Officer/ Head, Accounting Unit	Amount : _____

Republic of the Philippines
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PURCHASE ORDER

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Requisitioning Unit/Department: **Human Resource Management Office**

Gentlemen:

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

Place of Delivery: KSU-Supply Office, Bulanao Campus			Delivery Term : FOB DESTINATION		
Date of Delivery 180 calendar days after the receipt of PO by the supplier			Payment Term :		
	g)	The Supplier shall notify the indicated authorized receiving per-sonnel at the Project Site at the scheduled date of delivery at least three (3) working days in advance, and shall ensure that the authorized receiving personnel of the Purchaser is present during the date and time of delivery. The Receiving Personnel reserves the right to refuse to receive/accept delivered Goods made before 8:00 A.M. or after 5:00 P.M. and non-working days.			
	h)	The Supplier shall replace any rejected item within fifteen (15) calendar days from receipt of a written notice from the end-user.			
	i)	Prior to issuing the Certificate of Complete Deliveries, the item's testing and sealing must be conducted with the end-users, Inspectorate Team or TWGs. The winning supplier shall provide other unforeseen peripherals and accessories necessary for the equipment to function and be operational.			
Sub-total Amount					0.00

(Total Amount in Words)

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 on the undelivered item/s.

Conforme

Signature over Printed Name of Supplier

Date: 2/26/24

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM

President

Requisitioning Office/Dep't	Fund Cluster : Funds Available :	ORS/BURS No. : Date of the ORS/BURS:
LORNA C. VALDEZ Administrative Officer V	ARNOLD A. TANDING, CPA, MBA Supervising Administrative Officer/ Head, Accounting Unit	Amount :

Republic of the Philippines
KALINGA STATE UNIVERSITY
 Tabuk City, Kalinga
PURCHASE ORDER

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 Address : **G/F ESNA Bldg., #30 Timog Ave., Quezon City** Date : **February 19, 2024**
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Requisitioning Unit/Department: **Human Resource Management Office**

Gentlemen:

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

Place of Delivery: KSU-Supply Office, Bulanao Campus			Delivery Term : FOB DESTINATION		
Date of Delivery 180 calendar days after the receipt of PO by the supplier			Payment Term :		
	j)	After the Testing and Sealing, the Supplier shall be evaluated and will conform to the end user's evaluation rating results as a requirement for payment.			
	k)	3-years warranty of service for system software and de-vice/equipment based on the unit will start after the turn-over and orientation of the end-user.			
	l)	The total price offered/quoted is subject to withholding tax and payable checks.			
	m)	During or after the delivery, the Supplier shall submit the following requirements:			
		1. Delivery Receipt			
		2. Supplier's Sales Invoice			
		3. Operations and Maintenance Manual			
		4. Warranty or KSU will deduct 1% on the total value of the items as Retention Money			
		After Sales Requirements:			
		Sub-total Amount			0.00

(Total Amount in Words)

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 on the undelivered item/s.

Conforme:

Signature over Printed Name of Supplier

Date: 2/26/24

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM
 President

Requisitioning Office/Dep't LORNA C. VALDEZ Administrative Officer V	Fund Cluster : Funds Available :	ORS/BURS No. : Date of the ORS/BURS:
	ARNOLD A. TANDING, CPA, MBA Supervising Administrative Officer/ Head, Accounting Unit	Amount :

Republic of the Philippines
KALINGA STATE UNIVERSITY
 Tabuk City, Kalinga
PURCHASE ORDER

Supplier : **DOÑA ALEJANDRA, INC.** P.O. No. : **2024-02-156**
 Address : **G/F ESNA Bldg., #30 Timog Ave., Quezon City** Date : **February 19, 2024**
 TIN : **006-300-311-00000** Mode of Procurement: **PUBLIC BIDDING**

Requisitioning Unit/Department: **Human Resource Management Office**

Gentlemen:

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

Place of Delivery: KSU-Supply Office, Bulanao Campus			Delivery Term : FOB DESTINATION		
Date of Delivery 180 calendar days after the receipt of PO by the supplier			Payment Term :		
	n)	Under warranty coverage: If unrepairable within 7 days, a free service backup unit (1:1) or service spare part of the same or higher specification must be provided by the supplier until the defective unit/part is considered repaired/replaced.			
	o)	Under warranty Coverage: Supplier warrants that the Human Resource Information and Payroll System will be free from material defects for a period of 3 years from the date of installation or commencement of use, whichever is earlier.			
	p)	Under warranty Coverage: During the Warranty Period, supplier will provide support and maintenance to correct any material defects in the Human Resource Information and Payroll System at no additional charge. This includes bug fixes and updates.			
	q)	Monday to Friday, Supplier will provide technical support and services during normal office hours.			
	r)	Capable of providing technical service/assistance within 24 hours OR next business day on-site (NBDOS) service warranty.			
Sub-total Amount					0.00
GRAND TOTAL					6,475,000.00

(Total Amount in Words) *Six Million Four Hundred Seventy-Five Thousand Philippine Pesos*

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 on the undelivered item/s.

Conforme

Signature over Printed Name of Supplier

Date: *2/26/24*

Very truly yours,

EDUARDO T. BAGTANG, CPA, DBM
 President

Requisitioning Office/Dep't	Fund Cluster : Funds Available :	ORS/BURS No. : Date of the ORS/BURS:
<i>Lorna C. Valdez</i> LORNA C. VALDEZ Administrative Officer V	<i>Arnold A. Tanding</i> ARNOLD A. TANDING, CPA, MBA Supervising Administrative Officer/ Head, Accounting Unit	Amount :