

**PURCHASE ORDER**

Supplier: <b>LBC EXPRESS INC.</b>	P.O. # <b>026-02-021</b>
Address: 5560 Osmeña Highway, GF SM Hypermarket, Makati, Finlandia St., San Isidro, Makati	Date: February 11, 2026
TIN: 000-782-140-00467	Mode of Procurement: Small Value Procurement
Account No.: 0271-036868	
Telephone: 0905-4390392	
Bank: LBP - Baclaran Branch	
Email: <a href="mailto:abaloria@lbcexpress.com">abaloria@lbcexpress.com</a>	

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

Place of Delivery: <b>OFFICE OF THE SOLICITOR GENERAL</b>	Delivery Term: Duration of contract based on actual service
Date of Delivery:	Payment Term: Monthly billing Bank to bank

Stock No.	Unit	Description	Qty.	Unit Cost	Amount								
	year	<b>Procurement of Courier Service Provider for FY 2026</b> Duration: February 13, 2026 to February 12, 2027  <b>Location Destinations:</b> <table border="1"> <thead> <tr> <th>Geographic Area</th> <th>Estimated Annual Number of Mails for Courier Delivery</th> </tr> </thead> <tbody> <tr> <td>Manila/NCR</td> <td>3,379</td> </tr> <tr> <td>Luzon</td> <td>3,200</td> </tr> <tr> <td>Visayas/Mindanao</td> <td>3,207</td> </tr> </tbody> </table> <b>Obligations of the Service Provider:</b> <ol style="list-style-type: none"> <li>Daily pick-up of documents and other printed materials from the Office of the Solicitor General (OSG) at 2:30 PM, or as the need arises.</li> <li>Delivery of mail to the addressee(s) of the OSG's documents and other printed materials within 1 calendar day, reckoned from the date of pick-up, as follows:                             <ul style="list-style-type: none"> <li>Within Metro Manila and nearby provinces (Region 3 &amp; 4): within two (2) calendar days or one (1) to two (2) days outside Metro Manila;</li> <li>Other parts of the Luzon Region: within two (2) calendar days;</li> <li>Any parts of the Visayas Region: within two (2) calendar days;</li> <li>Any parts of the Mindanao Region: within two (2) calendar days.</li> </ul> </li> <li>In instances where the addressee(s) cannot be located, or delivery is not effected on the first attempt for reasons not due to the fault of the service provider, the provider shall pursue the delivery within up to three (3) attempts within the following periods:                             <ol style="list-style-type: none"> <li>Three (3) calendar days if within Metro Manila, nearby provinces, and other parts of Luzon;</li> <li>Five (5) calendar days for any part of the Visayas and Mindanao regions.</li> </ol> </li> <li>Release of the courier containing OSG documents and other printed materials shall be made to and received by any person of legal age at the given address.</li> <li>Return of all unclaimed couriers containing OSG documents and other printed materials to the OSG within five (5) calendar days from the OSG's dispatch.</li> <li>Submit to the OSG, within thirty (30) calendar days from the OSG's dispatch, the following:                             <ul style="list-style-type: none"> <li>Delivery Status Report and Delivery Receipts duly acknowledged by the addressee(s) or their authorized representatives, with their signature over their printed names as proof of receipt;</li> <li>Other reports and relevant documents as may be required by the OSG;</li> <li>Billing/Statement of Account on a monthly basis.</li> </ul> </li> </ol> <p><i>The following documents shall be deemed part of and construed as part of this contract:</i></p> <ul style="list-style-type: none"> <li>&gt; Quotation</li> <li>&gt; Request for Quotation</li> <li>&gt; Terms of Reference</li> <li>&gt; Contract Agreement</li> </ul>	Geographic Area	Estimated Annual Number of Mails for Courier Delivery	Manila/NCR	3,379	Luzon	3,200	Visayas/Mindanao	3,207	1	Php 907,783.20	Php 907,783.20
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Manila/NCR	3,379												
Luzon	3,200												
Visayas/Mindanao	3,207												


Total Amount in Words: **Nine Hundred Seven Thousand Seven Hundred Eighty Three Pesos and 20/100** Php 907,783.20

In case of failure to make full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent per day of delay shall be imposed.

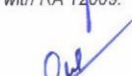
Conforme:   
 (Signature over printed name)  
02/13/26  
 (Date)

Very truly yours,  
  
**JESSICA L. CASTRO**  
 CAO, Administrative Division

**EDITHA R. BUENDIA**  
 Director IV, HRMAS

Funds Available: 

ALOBS: 02-101101-2026-02-073  
 Amount: ₱907,783.20

This is to certify that this procurement has been posted on PhilGEPS in compliance with RA 12009.  
  
**CHRISTIAN D. BUAT**  
 ADAS I

**ARIEL J. LUBINA**  
 Chief Accountant