



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number

200623

Purchase Order

Date:

AUG 06 2020

Procuring Unit : Quezon City Tourism Department

PR Number : GF-20-02-00161

Company Name : ALELEN ENTERPRISE

Mode of Procurement : Negotiated 53.9

Address : L18 B18 Siete Palabras St., Lagro Subdivision, Greater Lagro, Quezon City

Resolution No. : 20-A-087

Business Type : Sole Proprietorship Registration #01229342

TIN Number : 179-876-721-000

Contact Number : 936-4514

Sir/Madam:

Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : Quezon City Tourism Department

Delivery Schedule : 30 Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Sign pen; V10/V7 grip, hi-tech point, any color	PC	20	105.00	2,100.00
2	Ink for printer Bother MFC T800W; ink refill for MFC T800W, colored (black, magenta, cyan, and yellow)	BOTTLE	10	600.00	6,000.00
3	Ballpen gel pen, fine point, blue or black ink	PC	30	10.00	300.00
4	Fixative spray; matte fixative for charcoal, pastel, pencil drawings and sketches. Protects artworks, drawings, layouts signs, photographs, colorless 333g or 11.75oz	BOTTLE	5	1,560.00	7,800.00
5	Photo paper; high premium glossy, A4, 25s/pack	PACK	40	266.00	10,640.00
6	Ink cartridge for EPSON LX 300+	CART.	10	208.00	2,080.00
7	Sticker paper; A4, white, 100s/pack, glossy	PACK	30	700.00	21,000.00
8	Ink toner for PE Fujixerox toner for Fuji S2, black	BOTTLE	4	4,400.00	17,600.00
9	Document tray; 2 layer flexible stacker, aluminum	PC	10	455.00	4,550.00
10	Ink for EPSON L360; black	BOTTLE	7	357.00	2,499.00
11	Ink for EPSON L360; cyan, magenta, and yellow	BOTTLE	7	390.00	2,730.00
12	Ink for EPSON L565; cyan, magenta, and yellow	BOTTLE	5	400.00	2,000.00
13	Ink for EPSON L565; black	BOTTLE	5	400.00	2,000.00
14	Special paper, 8.5" x 11", 100gsm, 10s/pack	PACK	75	100.00	7,500.00
15	Magic tape; translucent, 24mm width, usable length of 50 meters minimum	ROLL	20	130.00	2,600.00
16	Ink for EPSON L120; cyan, magenta, and yellow	BOTTLE	12	377.00	4,524.00
17	Ink for EPSON L120; black	BOTTLE	12	377.00	4,524.00
18	Ink for DUPLO G14; black	BOTTLE	6	1,100.00	6,600.00
19	Envelope baronial; #7, for invitation, any color, 7" x 5" ½ (25 pcs)	PACK	150	146.00	21,900.00
20	Linen paper; A4, beige or pale cream in color 10s/pack	PACK	60	75.00	4,500.00
21	Linen paper; beige of pale cream in color 10s/pack, 8 ½" x 13" (long)	PACK	70	75.00	5,250.00
***** Nothing Follows *****					

Total Amount :

138,697.00

Total Amount In Words (Pesos): One Hundred Thirty Eight Thousand Six Hundred Ninety Seven Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
Officer-In-Charge, City Accounting Department



OBR : 100 - 2020 - 07 - 04095

PR Amount : 155,757.93

TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. AWARDEE shall be responsible for the source(s) of its supplies/materials/equipment and shall make deliveries in accordance with the schedule, quality and specification of the award and purchase order. Failure by the AWARDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, an amount equal to one-tenth (1/10) of one percent (1%) of the cost of the delayed goods/services scheduled for delivery for everyday of delay until such goods/services are finally delivered and accepted by the procuring entity concerned.
7. Rejected deliveries shall be construed as non-delivery of product(s)/item(s) so ordered and shall be subject to liquidated damages, subject to the terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. The **Quezon City Government** reserves the right to accept or reject delivered articles if found not in conformity to the specifications, terms and conditions stipulated.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an Integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on AUG 11 2020 and to expire on -

CONFORME:

SEP 10 2020
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

08/11/2020
DATE

Duly authorized to sign this Purchase Order for and on behalf of Alehan Ent.
COMPANY NAME

SUBSCRIBED AND SWORN to before me this ___ day of ___, ___ at ___, Philippines. Affiant personally known to me and were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiants exhibited to me his/her ___ with his/her photograph and signature appearing thereon with No. ___.

Doc. No. ___
Page No. ___
Book No. ___
Series of ___

*****This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)**