



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2012310**

Purchase Order Date: **DEC 29 2020**

Procuring Unit	: ENGINEERING DEPARTMENT	PR Number	: GF-20-09-01405
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Shopping 52.1b
Address	: L18 B18 Siete Palabras St., Lagro Subdivision, Greater Lagro, Quezon City	Resolution No.	: 20-A-688
Business Type	: Sole Proprietorship Registration #1387714	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 : Engineering Department

Delivery Schedule : 30 Calendar Days

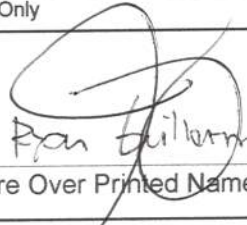
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	LEVER ARCH BINDER – maroon, all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 1.5 inches)	PIECE	50	295.00	14,750.00
21	SCISSORS – multi purpose, 17cm, soft handle, advanced gel, stainless steel	PIECE	200	69.00	13,800.00
22	STAPLER – full strip, selectable, permanent or temporary clinch	PIECE	200	298.00	59,600.00
23	DVD-R – 16x speed, 4.7GB, 120min., 50pcs/ pack	PACK	19	738.00	14,022.00
24	DVD-RW – 4x speed, 407GB, high quality, branded, dual layer, 120 min., 10pcs/pack	PACK	30	600.00	18,000.00
25	FOLDER – plastic, long, transparent, with slide ***** Nothing Follows *****	PIECE	50	20.00	1,000.00

Total Amount : 614,207.00

Total Amount In Words (Pesos): Six Hundred Fourteen Thousand Two Hundred Seven Pesos Only


MA. JOSEFINA G. BELMONTE
City Mayor


Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant



OBR : 100-2020-12-12253

PR Amount : 783,721.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2012310**

Purchase Order Date: DEC 29 2020

Procuring Unit : **ENGINEERING DEPARTMENT**
Company Name : **ALELEN ENTERPRISE**
Address : **L18 B18 Siete Palabras St., Lagro Subdivision, Greater Lagro, Quezon City**
Business Type : **Sole Proprietorship Registration #1387714**
PR Number : **GF-20-09-01405**
Mode of Procurement : **Shopping 52.1b**
Resolution No. : **20-A-688**
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 : Engineering Department

Delivery Schedule : 30 Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	BALL PEN – gel pen, fine point (ballpen), blue	PIECE	1,000	7.20	7,200.00
2	BALL PEN – gel pen, fine point (ballpen), black	PIECE	2,500	7.20	18,000.00
3	BALL PEN – gel pen, fine point (ballpen), red	PIECE	1,000	7.20	7,200.00
4	BOND PAPER – short, sub20, 8 ½ x 70gsm	REAM	600	192.00	115,200.00
5	BOND PAPER – legal size, 70gsm, sub20, 500 sheets per ream (colored Ivory)	REAM	500	225.00	112,500.00
6	SIGN PEN – black, V7 grip, broad/large, 0.7mm	PIECE	500	68.40	34,200.00
7	SIGN PEN – blue, V7 grip, broad/large, 0.7mm	PIECE	300	68.40	20,520.00
8	LEAD REFILL FOR MECHANICAL PENCIL – 0.7mm, 12 pcs/tube	TUBE	50	100.00	5,000.00
9	MECHANICAL PENCIL – push type, 0.7mm lead	PIECE	50	1,379.00	68,950.00
10	Correction tape – 5mm X 6m	PIECE	500	21.00	10,500.00
11	EXPANDING ENVELOPE – brown color with rubber strap, 100's/box	BOX	20	1,800.00	36,000.00
12	LINEN PAPER – white, 10's/pack, 8 ½ x 13 inches (long)	PACK	60	60.00	3,600.00
13	LINEN PAPER – off white, 10's/pack, 8.5 x 11 inches (short)	PACK	60	60.00	3,600.00
14	PHOTO PAPER – A4, high premium glossy, 25's/pack	PACK	20	199.50	3,990.00
15	STICKER PAPER – white, A4, 10's/pack	PACK	25	39.00	975.00
16	VELLUM BOARD – short, 8 ½ x 11 inches, any color, 10's/pack	PACK	30	27.00	1,350.00
17	LEVER ARCH BINDER – maroon cover all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 3 inches)	PIECE	50	295.00	14,750.00
18	LEVER ARCH BINDER – green cover all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 3 inches)	PIECE	50	295.00	14,750.00
19	LEVER ARCH BINDER – blue, all over matt coated 7cm mech. With ID pocket g#8 front 1 ½ inches, silver stamping (10 ¼ x 15 x 1.5 inches)	PIECE	50	295.00	14,750.00

MA. JOSEFINA G. BELMONTE
City Mayor

[Signature] 12/29/2020
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2020-12-12253
PR Amount : 783,721.00

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 DEC 29 2020 and to expire on - JAN 28 2021

CONFORME:

Ron Guillermo
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

12/29/2020
DATE

Duly authorized to sign this Purchase Order for and on behalf of Allen 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)**

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 DEC 29 2020 and to expire on -

CONFORME:

JAN 28 2021
Ran [Signature]
SIGNATURE OVER/PRINTED NAME

Authorize Representative
IN THE CAPACITY OF

12/29/2020
DATE

Duly authorized to sign this Purchase Order for and on behalf of

Adlan Int.
COMPANY NAME

SUBSCRIBED AND SWORN to before me this ____ day of _____, 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)**