



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2012359**

Purchase Order Date: **DEC 29 2020**

Procuring Unit : CITY GENERAL SERVICES DEPARTMENT
 Company Name : MCP ENTERPRISE AND GENERAL CONTRACTOR, INC
 Address : Blk31 Lot3 Mathew St., North Olympus, Quezon City
 Business Type : Corporation Registration #CS201912406
 PR Number : GF-20-02-00081
 Mode of Procurement : Negotiated 53.2
 Resolution No. : 20-A-716
 TIN Number : 010-368-686-000
 Contact Number : 0956-4763-780

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

Place of Delivery : City General Services Department
 Delivery Schedule : Thirty (30) Calendar Days
 Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
E	Civic Center Building D	lot	1	513,000.00	513,000.00
F	DRRMO Building	lot	1	469,000.00	469,000.00
G	DPOS Building	lot	1	488,000.00	488,000.00
H	NGO Building	lot	1	488,000.00	488,000.00
I	Library Building	lot	1	469,000.00	469,000.00
***** Nothing Follows *****					

Total Amount : 4,413,000.00

Total Amount In Words (Pesos): Four Million Four Hundred Thirteen Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
 City Mayor

Mary-Vel Brera
 Signature Over Printed Name of Supplier / Date **12/29/20**

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR : 100-2020-12-12983
PR Amount : 4,426,829.01





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 Delivery Schedule : Thirty (30) Calendar Days
 Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Preventive Maintenance of Switchgears and Electrical Distribution System of Quezon City Halt Buildings SCOPE OF WORK: 1. Safety inspection of ail electrical facilities, perform short circuit analysis on circuit breakers and insulation resistance test. 2. Safety inspection and general cleaning of transformer perimeter area. 3. Conduct general cleaning on transformer. 4. Conduct switch testing and terminal re-tightings. 5. Test transformer oil quality. 6. Conduct cleaning and vacuuming of all MDP's and insulation test and re tightened, conduct continuity test. 7. Conduct switchgear insulated test, damaged minor refurbished and re-lubicated. 8. Switchgear bus insulated and cable joints testing, identify loose connection and rectify. 9. Re-torque connection to panel board checking of lock-out tags are in place, inspection of heating and cooling units and documentation. 10. Provide safety designs 11. Testing and Commissioning 12. Provide data/test results 13. Submit findings and recommendation				
A	CTO Annex Building	lot	1	491,000.00	491,000.00
B	Civic Center Building A	lot	1	491,000.00	491,000.00
C	Civic Center Building B	lot	1	513,000.00	513,000.00
D	Civic Center Building C	lot	1	491,000.00	491,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Mary-Vel Buanas 12/29/20
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR : 100-2020-12-12983
 PR Amount : 4,426,829.01

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: MS

Mary-Vel Pueranida
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

12/29/20
DATE

Duly authorized to sign this Purchase Order for and on behalf of MCP Enterprise & Gen. Contractor, Inc.
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

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CONFORME:

Mary Vel Buenavidas
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

12/29/20
DATE

Duly authorized to sign this Purchase Order for and on behalf of MCP Enterprise & Gen Contractor, Inc.
COMPANY NAME

SUBSCRIBED AND SWORN to before me this DEC 29 2020 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. 17
Page No. 4
Book No. 005
Series of 2020

ATTY. MARK JOSEPH E. _____
NOTARY PUBLIC
ROOM 405 PM BUILDING, MATALEXIS
ROLL NO. 69714 / NOTARIAL NO. _____
UNTIL DECEMBER 31, 2020
PTR NO. 7377353 / I-08-0011-C
IBP NO. 016606 / MCLE NO. _____

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