



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2101027**

Purchase Order Date: **MAR 05 2021**

Procuring Unit	: Department of Engineering	PR Number	: GF-20-08-01212
Company Name	: RSCM OFFICE SUPPLIES AND EQUIPMENT TRADING	Mode of Procurement	: Negotiated 53.9
Address	: 35A Bonifacio Avenue Barangka, Marikina City	Resolution No.	: 21-A-008
Business Type	: Sole Proprietorship Registration #1193253	TIN Number	: 446-426-593-000
		Contact Number	: 0908-5782094

Sir/Madam:

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

Place of Delivery : Department of Engineering

Delivery Schedule : 30 Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>Dimensions: In Use: 1280mm x 655 mm x 515 mm (50 13/32 inches x 25 25/32 inches x 20 9/32 inches), In Storage: 665 mm x 655 mm x 505 mm (26 3/16 inches x 25 25/32 inches x 19 7/8 inches)</p> <p>Required Space (WxDxH): 1280 mm x 1255 mm x845 mm (50 13/32 inches x 49 13/32 inchesx 33 9/32 inches)</p> <p>Weight: Approx. 64 kg (141lb)*2</p> <p>Equipment & Parts Warranty: One (1) year warranty from the date of installation. The warranty shall not include the following</p> <ol style="list-style-type: none">1. Damage caused through the fault or negligence of the User.2. Improper handling of the equipment.3. Attachment and/or any mechanism, gadgets which are not originally included in the package.4. External causes like, extreme power or current fluctuations, infiltrations of insects, rodent, fire and other fortuitous event. <p>Service Warranty: Lifetime Free Service Warranty, which includes regular preventive maintenance.</p> <p>***** Nothing Follows *****</p>				

Total Amount : **247,777.00**

Total Amount In Words (Pesos): Two Hundred Forty Seven Thousand Seven Hundred Seventy Seven Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor

MARIA CRISTINA CARAND / 3/10/2021
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant



OBR : 100-2021-02-00724
PR Amount : 370,987.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2101027**

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Procuring Unit : **Department of Engineering**
Company Name : **RSCM OFFICE SUPPLIES AND EQUIPMENT TRADING**
Address : **35A Bonifacio Avenue Barangka, Marikina City**
Business Type : **Sole Proprietorship Registration #1193253**
PR Number : **GF-20-08-01212**
Mode of Procurement : **Negotiated** 53.9
Resolution No. : **21-A-008**
TIN Number : **446-426-593-000**
Contact Number : **0908-5782094**

Sir/Madam:

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Place of Delivery : Department of Engineering

Delivery Schedule : 30 Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Copier Machine (FUJIXEROX) Type: Desktop, Memory capacity: 265MB (max:256 MB) Scan Resolution: 600 x 600 dpi, Printing Resolution: 600 x 600 dpi, Warm up time: 18 seconds or less (at room temperature 23°C), Original Size: Maximum of A3, 11 x 17" for both sheet and book, Paper Size: Max A3, 11x 17, Min A5, Image loss width Lead edge 5.5 mm, Trail edge 6.0 mm, Right/Left edge 5.5 mm, Paper Weight: Paper Tray 60 to 90 gsm, Bypass Tray 60 to 216 gsm, First Copy Output Time: 4.7 sec (A4 LEF) Continuous Copy SpeedtA4 LEF/B5 LEF: 21 sheets/minute, B5: 12 sheets/minute, A4: 15 sheets/minute, B4: 12 sheets/minute, A3: 10 sheets/minute, Paper Tray Capacity: Standard 250 sheets x 1 tray + bypass Tray 100 sheets, Optional One Tray Module 500 sheets, Max 850 sheets (Standard plus one tray module), Output Tray Capacity: 250 sheets (A4 LEF), Power Supply: AC220-240V +/- 10%, 6 A, 50/60 Hz common Maximum Power Consumption: 1.3 kW (Ac220V +/- 10%), 1.4 kW (AC240V +/- 10%) Sleep Mode: 2.0 W (AC220V), Ready Mode:71 W (AC220V), Dimensions: W 595 x D 580xH 568 mm, Weigh: 32 kg, Type: Built in type, Continuous Print Speed: Same as the Basic Specifications/Copy Function, Printing Resolution:600x600 dpi, Page	Unit	1	65,000.00	65,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARIA CRISTINA CARANO 3/10/2021
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 106-2021-02 00724
PR Amount : 370,987.00



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2101027**

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Business Type	: Sole Proprietorship Registration #1193253	TIN Number	: 446-426-593-000
		Contact Number	: 0908-5782094

Sir/Madam:

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Delivery Schedule : 30 Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
2	Description Language: HBPL (Host Based Print Language), Supported Operating System: Windows 10 (32bit): Windows Server 2016 (64bit), Windows 10 (64bit): Windows Server 2012 R2 (64bit). Windows 8.1 (32bit): Windows Server 2012 (64bit), Windows 8.1 (64bit): Windows Server 2008 R2 (64bit), Windows 7 (32bit): Windows Server 2008 (32bit), Windows 7 (64bit): Windows Server 2008 (64bit), Interface: Ethernet 100BASE-TX/10BASE-T, USB 2.0, Scan Function: Type-Color Scanner, Scan Resolution - 600 x 600 dpi, 400 x 400 dpi, 300 x 300 dpi, 200 x 200 dpi, Scan Speed: Same as the "Scan Speed" for the duplex automatic document feeder, Interface: Same as the Print Function, Duplex Automatic Document Feeder: Original Size- Max: A3, 11 x 7" ,Min-A5, Paper Weight-38 to 128 gsm (In duplex 50 to 128 gsm), Capacity: 110 sheets, Scan Speed: Copy-B/W 23 sheets/minute (A4 LEF Simplex), Scan- B/W:23 sheets/minute, Colour:23 sheets/minute Standard Paper (A4 LEF), 200 dpi, using TWAIN driver (USB), Service Warranty: Lifetime Free Service Warranty, which includes regular preventive maintenance. Duplicating Machine (RISOGRAPH)	Unit	1	182,777.00	182,777.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARIA CRISTINA CARANDI / 3/10/2021
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100 - 2021 - 02 00724
PR Amount : 370,987.00



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PO Number **2101027**

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		Contact Number	: 0908-5782094

Sir/Madam:

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

Place of Delivery : Department of Engineering

Delivery Schedule : 30 Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Master Making/Printing Methods: High-speed digital master-making/Fully automatic printing Original Type: Sheet Original Size (min./max.): 90mm x 140 mm to 310 mm x 435 mm (3 17/32 inches x 5 1/2 inches to 12 7/32 inches x 17 1/8 inches) Original Paper Weight: 50 gsm to 107 gsm (13-lb bond to 29-lb bond) Original Paper Capacity: 1 Sheet Scanning Area(max.): 297 mm x 435 mm (11 11/16 inches x 17 1/8 inches) Printing Paper Size (min./max.): 100 mm x 148 mm to 297 mm x 420 mm (3 15/16 inches x 5 13/16 inches to 11 11/16 inches x 16 17/32 inches) Paper Supply Capacity: Approx. 1000 sheets, 64 gsm to 80 gsm (17-b bond to 21-lb bond) / Maximum stacking height 110 mm (4 11/32 inches) Paper Receiving Capacity: Approx. 800 sheets, 64 gsm to 80 gsm (17-1b bond to 21-1b bond)/ Maximum stacking height: 90 mm (3 17/32 inches) Printing Paper Weight: 35 gsm to 128 gsm (9-1b bond to 34-lb bond) Image Processing Mode: Line, Photo, Duo, Pencil Resolution (Scanning and Printing): 300dpi x 300dpi Master-making Time: Approx. 39 seconds or less (for B4 originals/short edge feed/100% reproduction ratio) Printing Area (max.): In units of mm: 251 mm x 357 mm (9 7/8				

MA. JOSEFINA G. BELMONTE
City Mayor

Maria Cristina Carano
MARIA CRISTINA CARANO / 3/10/2021
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100 - 2021 - 02 00724
PR Amount : 370,987.00



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PROCUREMENT DEPARTMENT
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PO Number **2101027**

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		Contact Number	: 0908-5782094

Sir/Madam:

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Place of Delivery : Department of Engineering

Delivery Schedule : 30 Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	inchesx 14 1/16 inches), In units of inches: 210 mm x 349 mm (8 9/32 inches x 13 3/4 inches) Print Reproduction Ratio: In units of mm: 100% reproduction ratio, Enlargement (141%, 1227%, 116%), Reduction (94%, 87%, 827%, 71%), In units of inches: 100% reproduction ratio, Enlargement (154%, 129%, 121%), Reduction (94%, 78%, 65%, 61%) Print Speed: 3 levels: 60, 80, and 100ppm Print Position Adjustment: Horizontal: #10 mm, Vertical: #10 mm', (Horizontal: #13/32 inches, Vertical: #13/32 inches) Ink Supply: Full automatic (800 ml/ cartridge) Master Supply/ Disposal: Full automatic (B4: approx. 200 sheets per roll). Disposal Capacity: approx. 30 sheets User Interface: LED panel Computer Connection: USB PC Interface Optional Accessories: Not Available Operating Noise: Max. 69dB(A) (when printing 100 sheets per minute in the operator position) Power Source: AC 100-120V/220-240v, 50-60 Hz <2.0A/1.0A> Power Consumption: Max. 160W, Ready: 15W or lower Sleep: 10W or lower, Power-OFF: 0.5W or lower Functions: Original Scanning Mode, Scanning Level, Enlargement/Reduction, 2-up, Speed, Print Position, Program, Idling, Confidential, Meter Display, Proof, Direct Printing, Auto Sleep Setting, Auto Power-OFF Setting. iQuality System				


MA. JOSEFINA G. BELMONTE
City Mayor


MARIA CRISTINA CARANZO / 3/16/2021
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2021-02 00724
PR Amount : 370,987.00

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 MAR 10 2021 and to expire on - APR 09 2021.

CONFORME:

MARIA CRISTINA CARAND
SIGNATURE OVER PRINTED NAME

PROPRIETRESS
IN THE CAPACITY OF

3/10/2021
DATE

Duly authorized to sign this Purchase Order for and on behalf of RSCM OFFICE SUPPLIES AND EQUIPMENT TRADING.
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.
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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 MAR 10 2021 and to expire on - APR 09 2021.

CONFORME:

MARIA CRISPINA CARA, MD
SIGNATURE OVER PRINTED NAME

PROPRIETRESS
IN THE CAPACITY OF

3/10/2021
DATE

Duly authorized to sign this Purchase Order for and on behalf of _____
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. _____
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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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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 MAR 10 2021 and to expire on - APR 09 2021.

CONFORME:

MARIA CRISTINA CARANTO
SIGNATURE OVER PRINTED NAME

PROPRIETRESS
IN THE CAPACITY OF

03/10/2021
DATE

Duly authorized to sign this Purchase Order for and on behalf of RSCM OFFICE SUPPLIES AND EQUIPMENT TRADING
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. _____
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Series of _____

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

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15. This contract shall also serve as **Notice to Proceed**, to take effect on MAR 10 2021 and to expire on - APR 09 2021.

CONFORME:

MARIA CRISTINA CARANTO
SIGNATURE OVER PRINTED NAME

PROPRIETRESS
IN THE CAPACITY OF

8/10/2021
DATE

Duly authorized to sign this Purchase Order for and on behalf of RSCM OFFICE SUPPLIES AND EQUIPMENT TRAINING
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 MAR 10 2021 and to expire on - APR 09 2021.

CONFORME:

MARIA CRISTINA SARANTO

SIGNATURE OVER PRINTED NAME

PROPRIETRESS

IN THE CAPACITY OF

3/10/2021

DATE

Duly authorized to sign this Purchase Order for and on behalf of RSCM OFFICE SUPPLIES AND EQUIPMENT TRADING
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. _____

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