



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2103108**
Purchase Order Date: **APR 05 2021**

Procuring Unit	: SOCIAL SERVICES DEVELOPMENT DEPARTMENT	PR Number	: GF-20-09-01659B
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Public Bidding
Address	: L18 B18 Siete Palabras St., Lagro Subdivision, Greater Lagro, Quezon City	Resolution No.	: 21-PB-050
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 : Social Services Development Department
Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	scanning head. Description - Cleaning Wipe; Part Number - PA039500419; Remarks -1 pack (24 packets) Wet tissue with " cleaner F1 " For cleaning the glass, camera, lamp etc of the scanning head. Software: Driver - Windows - Image Scanner Manager, Image Scanner Organizer, image Scanner Receipt, CardMinder Applications - Windows - ABBYY FineReader for Image Scanner, Scan to Microsoft SharePoinf, Nuance Power PDF Standard. Include Items - AC cable, AC adapter, USB cable, Background Pad, Set-up DVD-ROM, Extenders (x2) Option Description - Background Pad, Part Number PA03641- 0052. Remarks - Set in front of the scanner when scanning (One pad is bundled with the scanner) ***** Nothing Follows *****				

Total Amount : 1,232,094.00

Total Amount In Words (Pesos): One Million Two Hundred Thirty-Two Thousand Ninety-Four Pesos Only

 MA. JOSEFINA G. BELMONTE City Mayor	 Signature Over Printed Name of Supplier / Date 4/23/2021
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Funds Available: RUBY G. MANANGU City Accountant		OBR : 100-2021- 03-01874 PR Amount : 1,391,145.00
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PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2103108**

Purchase Order Date: **APR 05 2021**

Procuring Unit : **SOCIAL SERVICES DEVELOPMENT 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-20-09-01659B**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	CARD PRINTER - Matica Dual Sided Retransfer Card Printer - Ultra High Resolution Dual Sided Retransfer Card Printer, Heavy Duty, Retransfer Printing Technology, 600 DPI Resolution, 64 MB Memory, IPSEC Network Security, Electronic Security Lock, Top Compartment and 200 Input Hopper, can be connected up to 7 retransfer card printer, lifetime warranty on print head •3 years warranty on parts, good quality, branded	unit	1	257,000.00	257,000.00
2	DESKTOP COMPUTER - Acer Processor: at least Intel Core i7, 6th Generation, Quad Core; Memory: at least 8GB Memory; Storage: at least 1TB Hard Disk; Display: at least 21 inches Flat Screen (HD or higher); Optical Drive: Built-in DVD Super Multi Drive; Graphics: intel HD Integrated Graphics 530 (or equivalent) or higher; Connectivity: Built in Gigabit LAN, 802.11 abgn Wifi, Bluetooth 4.0; Ports Slots: Chassis: at least 4 USB 3.0 ports at the Front, With 4-in-1 media reader; Multimedia: Webcam with Mic; OS: Microsoft Windows 10 Pro (64 bit) English; Accessories: Optical Mouse & USB Keyboard (same brand as Desktop Computer), Mouse pad, 220W Power Supply •Warranty: At least 3 years: Keep Your Hard Drive; Onsite Service; 7x24 Technical Support; Accidental Damage Service; Parts Microsoft Office: Include Microsoft Office 2019, with installer	set	9	62,000.00	558,000.00
3	LAPTOP - Lenovo Laptop system components Intel core i7-5500U Processor 2.40 Ghz up to 3 Ghz RAM 8 GB DDR3L SDRAM, Memory Slots 2, Storage: 1 TB HDD GPU: GeForce840M, Monitor: 15.6 full HD resolution: 1920x1080 Wifi 802.11 b/g/u Connectivity: HDMI, USB 2.0 USB 3.0 Bluetooth, camera operating system: Windows 10. Battery: 2 cell 39 wh Audio: 2 x Stereo Specs w/ dolby audio dimension inches- 14.92inches x 10.24inches x 0.9 weight w/ battery: 48 lbs optical drive: super multi buy in Lan: 10/100Mcaiga bit Ethernet Bluetooth	unit	1	71,094.00	71,094.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **100-2021-03-01874**
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
4	4.1 combo w/ wifi card •Include Microsoft Office 2019, good qualify, branded, with installer and external drive. PRINTER - FujiXerox LaserJet Printer, print speed black normal: Up to 22 ppm, print speed color Normal: Not supported, First page out (ready) Black: As fast as 7.3 sec, Print quality black (best) Up to 600 x 600 dpi, FastRes 1200, Duty cycle (monthly, A4) Up to 10,000 pages, Recommended monthly page volume 150 to 1,500, Print technology Laser, Processor speed 600 MHz, Print languages we support: PCLmS, URFm PWG, Display LED, Connectivity HP ePrint capability: No, Mobile printing capability: No, Wireless capability: No, Connectivity standard 1 Hi-Speed USB 2.0, Network ready: No, Maximum system requirements Windows 10, 8.1, 8, 7: 32 bit or 64 bit, 2 GB available hard disk space, branded	unit	4	18,000.00	72,000.00
5	PRINTER - Canon Inkjet Printer, Single Function Inkjet Printer, 4 color ink system with dedicated black ink for B&W document printing, 2 pl ink droplet and 4,800 dpi print resolution. Auto Photo Fix II function, My Image Graden software for Full HD Movie print j and face detection function for photos management, Fun filter printing effects including Fish-eye, Miniature, Toy Camera and Soft Focus, good quality, branded	unit	4	11,500.00	46,000.00
6	IMAGE SCANNER - Fujitsu General Specifications: Scanner Type - Over Head System, simplex scanning; Scanning modes - Color, grayscale, monochrome, Automatic (color, grayscale, monochrome detection) Image sensor - Lens reduction optics / color CCD x 1 Light source - (White LED + lens illumination) x 2 Optical resolution - Horizontal scanning: 285 to 218 dpi; Vertical scanning: 283 to 152 dpi Scanning speed	unit	4	57,000.00	228,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Ben Gutierrez 4/23/2021
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : **100-2021-03-01874**
PR Amount : **1,391,145.00**



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	(A3 landscape) - Auto Mode - " Better mode " or "Best mode": 3 seconds / page; Normal mode - Color / Grayscale: 150 dpi, Monochrome: 300 dpi 3 seconds / page; Better mode - Color / Grayscale: 200 dpi, Monochrome: 400 dpi 3 seconds / page; Best mode - Color / Grayscale: 300 dpi, Monochrome: 600 dpi 3 seconds / page; Excellent mode - Color / Grayscale: 600 dpi. Monochrome: 1,200 dpi 3 seconds / page; Document size - Automatically recognizes document size, A3 (landscape), A4 (landscape), A5 (landscape), A6 (landscape), B4 (landscape), B5 (landscape), B6 (landscape), Post card. Business card. Double letter (landscape). Letter, Legal (landscape) and Customized size (Max: 432 x300mm (17.0 x 11.8 in.), Min: 25.4 x 25.4mm (1 x 1 in.)) Document thickness - 30 mm (1.18 in.) or less; How to start scanning - Select one of the below: 1. Normal scan: Press "Scan" button for every page 2. Timed Interval Scanning (Timed Mode) 3. Page turning detection Interface - USB 2.0 / USB 1.1 (connector: B Type) Image processing functions - Deskew by text on document, Auto paper size detection. Auto image rotation, Auto color detection, Book image correction, Multiple document detection Magnification in vertical scanning (length) -1.5% Power requirement - AC 100 to 240 V, 50 / 60 Hz; Power consumption - Operating mode: 20 W or less Sleep mode: 2.6 W or less, Auto Standby (Off) mode: 0. 4 W; Operation environment - Temperature: 5 to 35 C (41 to 95 F), Relative humidity: 20 to 80% (Non-condensing) Dimensions (WxDxH) -210x156x383mm Device weight - 3 kg (6.613 lb) Environmental compliance - ENERGY STAR / RoHS Driver - Specific driver (Does not support TWAIN / ISIS) Cleaning Materials: Description - Cleaner F1; Part Number - PA03950-0352; Remarks - 100 ml bottle for cleaning the glass, camera, lamp etc of the				

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **100-2021-03-01874**
PR Amount : **1,391,145.00**

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 APR 23 2021 and to expire on -

CONFORME: MAY 23 2021
Ryan G. Dumanig
SIGNATURE OVER PRINTED NAME

Authorized Representative 4/23/2021
IN THE CAPACITY OF _____ DATE
Alaben Ent.
COMPANY NAME

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

MAY 23 2021
[Signature]
SIGNATURE OVER PRINTED NAME

Authorized Representative 4/23/2021
IN THE CAPACITY OF DATE

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

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CONFORME:

MAY 23 2021

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

Alkon Int.

COMPANY NAME

4/23/2021
DATE

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. _____.

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CONFORME:

MAY 23 2021
[Signature]
SIGNATURE OVER PRINTED NAME

[Signature] REPRESENTATIVE
IN THE CAPACITY OF

04/23/2021
DATE

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

[Signature]
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. _____.

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