



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
Quezon City Government



PO Number **200611**

**Purchase Order** Date: JUN 30 2020

Procuring Unit	: Office of the City Administrator	PR Number	: GF-20-02-00029
Company Name	: JUKENI ENTERPRISES	Mode of Procurement	: Negotiated 53.9
Address	: Room 408 ACRE Bldg., 137 Malakas St., Central, Quezon City	Resolution No.	: 20-A-065
Business Type	: Sole Proprietorship Registration #03346939	TIN Number	: 116-212-308-000
		Contact Number	: 504-9788

**Sir/Madam:**

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

**Place of Delivery :** Office of the City Administrator

**Delivery Schedule :** 30 Calendar Days

**Payment Term :** Credit

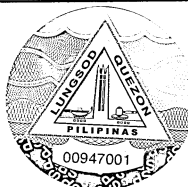
Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Correction Tape, disposable, film base type	piece	150	18.00	2,700.00
2	Correction fluid, 15ml. water based	bottle	30	40.00	1,200.00
3	Mouse, optical, USB connection type	unit	10	140.00	1,400.00
4	Calculator, compact electronic, LCD, desktop	unit	12	140.00	1,680.00
5	Keyboard computer, USB	unit	12	350.00	4,200.00
6	Ink film for fax machine (Brother Fax – 837/MCS)	roll	3	500.00	1,500.00
7	DVD, Rewritable	Piece	30	22.00	660.00
8	Sign pen, blue 40 pieces point 7 and 40 pieces point 5	Piece	80	35.00	2,800.00
9	Sign pen, black 40 pieces point 7 and 40 pieces point 5	Piece	80	35.00	2,800.00
10	Clip, Backfold, 19mm, 12pcs/box	box	20	9.00	180.00
11	Clip, Backfold, 25mm, 12pcs/box	box	21	15.00	315.00
12	Clip, Backfold, 32mm, 12pcs/box	box	22	20.00	440.00
13	Clip, Backfold, 50mm, 12pcs/box	box	20	47.00	940.00
14	Laser Point, Pen Type, metal for presentation, green and red color, 50meter laser power, beam light, continuous light, single point, uses 2xLR6 1.5V AA or AAA batteries, button switch	piece	3	500.00	1,500.00
15	Toner cartridge, HP LaserJet CE285A for HP Laser Jet P1102a/85A	cart	20	2,700.00	54,000.00
16	Ink Cartridge, CANON CL-811, colored	cart	30	1,070.00	32,100.00
17	Ink Cartridge, CANON PG-810, black	cart	40	811.00	32,440.00
18	Ink Cartridge for LaserJet Pro M12A HP 79A	cart	24	4,500.00	108,000.00
19	Toner Cartridge, HP CB435A Black for HP LaserJet P1006	cart	3	3,000.00	9,000.00
20	Ink Cartridge, EPSON L220, Assorted colors,70ml/4s/set (black, magenta, cyan, yellow)	set	10	998.00	9,980.00
21	Ink Cartridge, EPSON ME 101 166-black	cart	14	250.00	3,500.00
22	Ink Cartridge, EPSON ME 101 (colored: Magenta, Cyan and Yellow)	cart	27	450.00	12,150.00
23	Ink Cartridge, HP DeskJet Ink Advantage 2135 680 colored	cart	24	600.00	14,400.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor

**DARVE DEXINE C. BOTENA** 7/2/2020  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

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



**OBR :** 100-2020-06-03992  
**PR Amount :** 801,562.41



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
24	Toner combo set for brother MFC-J2330DW (color: black + cyan + magenta + yellow)	set	30	3,000.00	90,000.00
25	Toner cartridge, SHARP MX-312FT for SHARP Copier SN-2500681Y, black	cart	6	10,500.00	63,000.00
26	Toner cartridge, SHARP MX-M265N, SN-55023389, black	cart	6	10,500.00	63,000.00
27	Toner cartridge, SHARP AR-310FT for AR-5631, SN-95025422	cart	6	10,500.00	63,000.00
28	Toner cartridge, SHARP AR-5623D for SHARP DIGITAL COPIER SN-13079257	cart	6	8,500.00	51,000.00
29	Toner cartridge, SHARP MX315FTBA for SHARP DIGITAL COPIER MX3100N S/N 95021563	cart	4	5,800.00	23,200.00
30	Toner cartridge, SHARP MX315FTCA for SHARP DIGITAL COPIER MX3100N S/N 95021563	cart	3	11,500.00	34,500.00
31	Toner cartridge, SHARP MX315FTMA for SHARP DIGITAL COPIER MX3100N S/N 95021563	cart	3	11,500.00	34,500.00
32	Toner cartridge, SHARP MX315FTYA for SHARP DIGITAL COPIER MX3100N S/N 95021563	cart	3	11,500.00	34,500.00
	***** Nothing Follows *****				

**Total Amount : 754,585.00**

**Total Amount In Words (Pesos):** Seven Hundred Fifty Four Thousand Five Hundred Eighty Five Pesos Only

**MA. JOSEFINA G. BELMONTE**  
City Mayor

*DANCE DEANNE C. ESTRELA* 7/2/2020  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

OBR : 100-2020-06-03992  
PR Amount : 801,562.41

## 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. AWARDDEE 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 AWARDDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
3. AWARDDEE 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 AWARDDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE 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 AWARDDEE 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 AWARDDEE. 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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 JUL 02 2020 and to expire on - AUG 01 2020.

CONFORME:

DINCE DELA CRUZ & GARCIA  
SIGNATURE OVER PRINTED NAME

OPERATION MANAGER  
IN THE CAPACITY OF

7/2/2020  
DATE

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

DALE ORANGE C. ESTRELA  
SIGNATURE OVER PRINTED NAME

OPERATION MANAGER  
IN THE CAPACITY OF

7/2/2020  
DATE

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