



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **200621**

Purchase Order Date: **JUL 03 2020**

Procuring Unit	: City General Services Department	PR Number	: GF-20-02-00058
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Negotiated 53.9
Address	: L18 B18 Siete Palabras St., Lagro Subdivision, Greater Lagro, Quezon City	Resolution No.	: 20-A-082
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-000
		Contact Number	: 940-8879

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 : 30 Calendar Days
Payment Term : Credit	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	DESKTOP COMPUTER (ALL-IN-ONE) - LENOVO 7th generation Intel Core i3-7100T, Memory 8GB DDR4 storage 1TB, 3.5 inch 7200 hard drive, graphics integrated Intel HD Graphics 630, Optical Drive: 8x DVD-Writer, 9.00mm slim, Networking: integrated LAN 10/100/1000 802.11 AC wireless, OS (8GB), MS Office (with license key), Anti-virus, keyboard and mouse (same brand of the unit	unit	2	55,000.00	110,000.00
2	PRINTER - EPSON L120 print method – on demand ink jet (piezo electric) Nozzle configuration = 180 nozzle black, 59 nozzles, each colour (Cyan, Magenta, Yellow) Maximum resolution = 720 x 720 (with variable-sized droplet technology) minimum Ink Droplet Volume = 3pl ISO Default Simplex – ISO 24734 Black = 8.5imp ISO Default simplex – ISO 24734 colour = 4.5imp Double-sided printing = manual	unit	2	6,500.00	13,000.00
3	EXTERNAL HARD DRIVE – 1TB - TRANSCEND 2.5 inches HDD, USB 3.0 backward compatible with USB 2.0, 5400 rpm, with dual color LED light to indicate USB 3.0/USB 2.0 transmission, USB powered, system requirements: USB 3.0 : Windows XP / Vista/ 7 / MacOSx 10.4 or above, with USB 3.0 c	unit	1	3,900.00	3,900.00
4	UPS Uninterruptible Power Supply -900Va - APC 540 Watts/ 900 VA output power capacity, 540 watts / 900 VA max configurable power (Watts), 230V nominal output voltage, 50/50 Hz +/-3Hz user adjustable +/- 0.1 output frequency (sync to mains), 60Hz +/- 0.1% for 60Hz nominal, 50 Hz +/- 0.1% for 50Hz nominal, 3:1 load crest factor, line interactive topology, stepped approximation to a sinewave waveform type, output connections: (4) IEC 320 C 13 (battery Backup); (4) IEC 320 C 13 (selector_surgetitle), 8ms typical: 10ms maximum transfer time, built-in bypass	unit	2	19,300.00	38,600.00
***** Nothing Follows *****					

Total Amount : 165,500.00

Total Amount In Words (Pesos): One Hundred Sixty Five Thousand Five Hundred Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

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



OBR : 100 - 2020 - 07 - 04106

PR Amount : 202,509.64

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 07 2020 and to expire on - AUG 06 2020

CONFORME:

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

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. _____

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)