



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2103057**

Purchase Order Date: **MAR 19 2021**

Procuring Unit	: CITY TREASURER'S OFFICE	PR Number	: GF-21-01-00046B
Company Name	: ADVANCE SUBURBAN FACILITY SERVICES CORP.	Mode of Procurement	: Shopping 52.1b
Address	: Unit 808 Coherco Financial Tower, MBP Ayala Alabang, Muntinlupa City	Resolution No.	: 21-A-106
Business Type	: Corporation Registration Registration #CS201513061	TIN Number	: 009-076-558-00000
		Contact Number	: 8291-3596

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

Place of Delivery : City Treasurer's Office **Delivery Schedule :** Thirty (30) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
24	Envelope, expanding, legal	box	100	12.00	1,200.00
25	Rubberband, 70mm min. lay flat length (#18)	box	85	150.00	12,750.00
26	Notepad, stick-on, 50mm x 76mm {2" x 3"} min	pad	180	13.00	2,340.00
27	Correction Tape, film base type, UL 6m min.	pc	400	50.00	20,000.00
28	Staple Remover, plier type	pc	100	70.00	7,000.00
29	Pencil Sharpener, manual, single cutter head	pc	10	12.00	120.00
30	Folder, pressboard; 240mm x 370mm, 100pcs. per box	box	100	23.00	2,300.00
31	Stapler, standard type load cap. 200 staples min in individual box	piece	125	335.00	41,875.00
32	Calculator, compact, 12 digits, LCD Display, Two-way power source (solar and cell)	piece	50	330.00	16,500.00
33	Paper Clip, 32mm. 100 pcs./box or 52grams (min)	box	120	20.00	2,400.00
34	Dating and Stamping, good quality	pc	2	155.00	310.00
35	Marker, permanent, broad chisel tip, any color	pc	100	35.00	3,500.00
36	Record Book, 300 pages, 214mm x 278mm min.	book	50	55.00	2,750.00
37	Record Book, 500 pages, 214mm x 278mm min.	book	50	70.00	3,500.00
	***** Nothing Follows *****				

Total Amount : **863,326.00**

Total Amount In Words (Pesos): Eight Hundred Sixty-Three Thousand Three Hundred Twenty-Six Pesos Only

 MA. JOSEFINA G. BELMONTE City Mayor	 JOSE CARLOS DE LEON 3/23/21 Signature Over Printed Name of Supplier / Date
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Funds Available:

 RUBY G. MANANGU City Accountant		OBR : 100 - 2021 - 03 - 016 93 PR Amount : 989,512.00
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Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : City Treasurer's Office **Delivery Schedule :** Thirty (30) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Marker, permanent, bullet type, black	piece	300	35.00	10,500.00
2	Marker, permanent, bullet type, blue	piece	300	35.00	10,500.00
3	Marker, fluorescent, 3 assorted colors per set	set	200	28.00	5,600.00
4	Pencil, lead with eraser, wood cased, hardness: HB	box	150	7.00	1,050.00
5	Continuous Form, 3 ply, 280x241 mm, carbonless	box	220	530.00	116,600.00
6	Continuous Form, 1 ply, 280x241 mm, 2,000 sheets/box	box	165	796.00	131,340.00
7	Paper, multicopy-80 gsm, size: 210mm x297mm, A4 reams 290 1	ream	290	180.00	52,200.00
8	Paper, multicopy - 80 gsm, size: 216mm x 330mm, legal	ream	485	197.00	95,545.00
9	Data Folder, made with chipboard, taglia lock	piece	200	115.00	23,000.00
10	Data File Box, made with chipboard, with closed ends	box	200	150.00	30,000.00
11	Tape, transparent, width, 24mm (±1mm)	roll	1,000	20.00	20,000.00
12	Tape, masking, width, 24mm (±1mm)	roll	250	28.00	7,000.00
13	Tape, packaging, width: 48mm (±1 mm)	roll	250	25.00	6,250.00
14	Tape Dispenser, Table top, for 24mm width tape	piece	20	90.00	1,800.00
15	Eraser, rubber, for pencil draft/writing	piece	28	7.00	196.00
16	Paper, multi-purpose, (copy) A4, 70gsm	ream	200	152.00	30,400.00
17	Paper, multi-purpose, (copy) legal, 70gsm	ream	400	167.00	66,800.00
18	Guntacker, manual, 3/8" staples, heavy duty, stainless	piece	2	1,450.00	2,900.00
19	Staple Wire, guntacker T50, for T50, 10mm (3/8"), heavy duty, 5,000 staples	box	4	500.00	2,000.00
20	Fastener, metal, 70mm between prongs	box	100	41.00	4,100.00
21	Staple Wire, standard (26/6)	box	750	60.00	45,000.00
22	Envelope, mailing, white	box	100	340.00	34,000.00
23	Envelope, documentary, for legal size documents, 500 pcs. per box	box	50	1,000.00	50,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

JOSE CARLO DE LEON 3/23/21
Signature Over Printed Name of Supplier/ Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2021-03-01693
PR Amount : 989,512.00

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 23 2021 and to expire on -

APR 22 2021

CONFORME:
JOSE CARLOS DE UYON
 SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
 IN THE CAPACITY OF

07/23/21
 DATE

Duly authorized to sign this Purchase Order for and on behalf of ADVANCE SUBURBAN FACILITY SERVICES CORP.
 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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15. This contract shall also serve as **Notice to Proceed**, to take effect on MAR 23 2021 and to expire on - APR 22 2021.

CONFORME:

JOSE CARLO DELTON

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE

IN THE CAPACITY OF

03/23/21

DATE

Duly authorized to sign this Purchase Order for and on behalf of ADVANCE SUBURBAN FACILITY SERVICES CORP.
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 _____

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