



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2104033**

Purchase Order Date: **MAY 10 2021**

Procuring Unit : **ENVIRONMENTAL PROTECTION AND WASTE MANAGEMENT DEPARTMENT** PR Number : **GF-20-09-01578**
 Company Name : **ALELEN ENTERPRISE** Mode of Procurement : **Negotiated** 53.9
 Address : **L18 B18 Siete Palabras St., Lagro Subdivision, Greater Lagro, Quezon City** Resolution No. : **21-A-171**
 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 : Environmental Protection and Waste Management Department **Delivery Schedule :** Ninety (90) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	DIGITAL COPYING MACHINE - Kyocera - Digital Copier with Network Printing. Color Scanning & Optional Network Fax - Copy and Print speed of 32 copies per minute, A4 - Scan speed of 80 images per minute on monochrome and color of 300 dpi, A4 with optional single pass dual scan document processor - Zoom range of 25 to 400% - Copy and Scan - Pint Resolution of 1,200 x 1,200 dpi - Warm-up time 18 seconds or less - Original size and Copy size is from A6R to A3 - Standard Memory Capacity is 2GB RAM plus 32GB SSD upgradeable with optional 320 GB Hard disk drive - Maximum Duty Cycle of 150,000 pages per month - Input paper capacity of two 500 sheets universal paper cassette and 100 sheets multi-purpose tray - Upgradeable input capacity with a maximum of 4,100 sheets by adding optional 3,000 large capacity Paper Feeder - Maximum Output capacity of 3,200 sheets by adding optional Document Finisher - Maintenance Kit is up to 600,000 copies - Toner capacity is up to 20,000 copies at 6% density, A4 size - Built-in Duplex Unit and Job Separator - Optional Document Processor (140 sheets) - Standard Scan Once Print Many and Electronic Sort Function - Management Codes up to a maximum of 1,000 codes - Printer Processor Freescale (dual core)/1.0GHz - Compatible with Windows, Macintosh, Linux, Unix - Built-in Gigabit-Network, USB 2.0 and USB Host Connection	unit	1	163,000.00	163,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

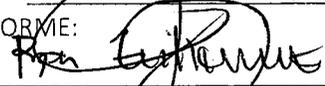
RUBY G. MANANGU
 City Accountant

OBR : 100-2021-05-03126
 PR Amount : 175,500.00

TERMS AND CONDITIONS

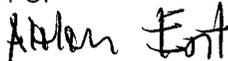
1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. AWARDEE shall be responsible for the source(s) of its supplies/materials/equipment and shall make deliveries in accordance with the schedule, quality and specification of 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 MAY 14 2021 and to expire on - AUG 12 2021

CONFORME:


 SIGNATURE OVER PRINTED NAME

Authorized Representative 5/19/2021

 IN THE CAPACITY OF DATE


 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)**