



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



PO Number **2105045**

**Purchase Order** Date: **JUN 04 2021**

Procuring Unit : **PROCUREMENT DEPARTMENT**  
Company Name : **YENS OFFICE AND SCHOOL SUPPLIES TRADING**  
Address : **#23 Moses St., Metrogate Complex, Meycauayan, Bulacan**  
Business Type : **Sole Proprietorship Registration #1565450**  
PR Number : **TF-21-04-00226**  
Mode of Procurement : **Shopping 52.1b**  
Resolution No. : **21-A-226**  
TIN Number : **482-778-072-000**  
Contact Number : **09176530731**

**Sir/Madam:**

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

**Place of Delivery :** CGSD Central Warehouse

**Delivery Schedule :** Thirty (30) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	WIRELESS KEYBOARD AND MOUSE COMBO Battery: 3A, On/Off Switch Full-size layout with 12 enhanced F – Keys for media control 10m Maximum wireless operating distance	set	70	600.00	42,000.00
21	PERMANENT MARKER- Fine point, Blue=70, Black=70	piece	140	52.00	7,280.00
22	PAPER CLIP- Small, 100s	box	210	10.00	2,100.00
23	PAPER CLIP- Big 100s	box	210	20.00	4,200.00
24	EXTENSION CORD- 2 Gang Universal Outlet, 3 Meters	piece	70	250.00	17,500.00
25	RUBBER BOND- Big No. 18, 350 grams	box	280	130.00	36,400.00
26	FLASH DRIVE 32GB- Ultra Dual Drive USB3.0	piece	40	350.00	14,000.00
27	EXPANDING ENVELOPE WITH GARTER- Legal Size	piece	5,000	12.50	62,500.00
28	EXPANDING FOLDER- Legal	piece	5,000	12.00	60,000.00
29	DOCUMENT ENVELOPE- 9" X 12", 150lbs	piece	5,000	2.50	12,500.00
30	FILE FOLDER- Long, 14pts	piece	5,000	6.50	32,500.00
31	FASTENER- Plastic, 50Sets, 4-1/2long	box	210	95.00	19,950.00
32	FASTENER- Plastic, 50Sets, 6-1/2long	box	210	105.00	22,050.00
33	FASTENER- Plastic, 50Sets, 8-1/2long	box	210	155.00	32,550.00
34	FOLDBACK CLIP (BINDER CLIP) 3/4", 12s	box	210	18.00	3,780.00
35	FOLDBACK CLIP (BINDER CLIP) 1", 12s	box	210	30.00	6,300.00
36	FOLDBACK CLIP (BINDER CLIP) 1.25", 12s	box	210	34.50	7,245.00
37	DESKTOP PENCIL SHARPENER	piece	70	275.00	19,250.00
***** Nothing Follows *****					

**Total Amount : 625,370.00**

**Total Amount In Words (Pesos):** Six Hundred Twenty-Five Thousand Three Hundred Seventy Pesos Only

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

**Kathleen M. Osorio** June 8, 2021  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant



**OBR: TRUST FUND 000-2021-04-087**  
**PR Amount : 783,970.00**



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Contact Number : **09176530731**

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

**Place of Delivery :** CGSD Central Warehouse **Delivery Schedule :** Thirty (30) Calendar Days  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	BALLPEN- Ballpoint 0.5mm Red=300,- Blue=300,- Black=300 -	piece	900	10.50	9,450.00
2	SIGN PEN- Hi-Techpoint, 0.5mm Blue=300,- Black=300 -	piece	600	45.00	27,000.00
3	CUTTER WITH BLADE- Universal Plastic Cutter 18mm	piece	70	79.00	5,530.00
4	RULER-12" Flexible Transparent Clear	piece	70	10.00	700.00
5	GARTER CORD- Black, 5 feet (60")	roll	140	30.00	4,200.00
6	STICKY NOTES- 1.25" x 2", 5 Neon Colors,500s	Pad	210	150.00	31,500.00
7	STICKY NOTES- 1.5" x 1.5" 5 Neon Colors 500s	pad	210	120.00	25,200.00
8	STICKY NOTES- 2" X 3", 100s	pad	210	41.00	8,610.00
9	TAPE DISPENSER- Big Heavy Duty,	piece	70	275.00	19,250.00
10	STAPLER- For No. 35 Big Heavy Duty, 20 sheets capacity	piece	70	96.00	6,720.00
11	STAPLE WIRE- No. 35. Heavy Duty 5,000's	Box	350	78.90	27,615.00
12	PENCIL No.2- With Eraser, 12s/box	box	70	100.00	7,000.00
13	HIGHLIGHTER- Neon Assorted Colors	piece	210	43.00	9,030.00
14	FILE BOX- Magfile Closed Vertical, Legal	piece	70	189.00	13,230.00
15	FILE BOX- Magfile Closed Horizontal, Legal	piece	70	189.00	13,230.00
16	DATER STAMP- Manual 4mm (MM-DAY-YEAR)	piece	5	250.00	1,250.00
17	STAMP PAD WITH INK- No. 2 Black	piece	10	300.00	3,000.00
18	STAMP PAD INK- 20ml Black	piece	10	95.00	950.00
19	PUNCHER- Big Heavy Duty	piece	70	140.00	9,800.00

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

**Kathleen M. Osonid** June 8, 2021  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR: TRUST FUND 300-2021-14-087**  
**PR Amount : 783,970.00**

### 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 JUN 08 2021 and to expire on - JUL 08 2021.

CONFORME:

KATHLEEN M. OSORIO

SIGNATURE OVER PRINTED NAME

OWNER

IN THE CAPACITY OF

June 8, 2021

DATE

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

YENS OFFICE AND SCHOOL SUPPLIES TRADING

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)**

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CONFORME:

Kathleen M. Osorio  
SIGNATURE OVER PRINTED NAME

OWNER  
IN THE CAPACITY OF

June 8, 2021  
DATE

Duly authorized to sign this Purchase Order for and on behalf of YENS OFFICE AND SCHOOL SUPPLIES TRADING  
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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