



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



PO Number **2107075**

**Purchase Order** Date: **OCT 08 2021**

Procuring Unit	: VARIOUS OFFICE (QUEZON CITY PROTECTION CENTER/ COMMISSION ON AUDIT/CITY PROSECUTOR'S OFFICE/ SCHOOLS DIVISION OFFICE)	Project Number	: CONSO-21-OS-48
Company Name	: LXS TRADING	Mode of Procurement	: Public Bidding
Address	: 1210 SunTrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	: 21-PB-171
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	: 238-643-432-000
		Contact Number	: 456-4344

**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
17	Permanent Marker - Blue, 12s/box	box	25	210.00	5,250.00
18	Magic Tape - Translucent, 24mm width, usable length of 50 meters min	piece	10	190.00	1,900.00
19	Masking Tape 1", 24mm, 50 meters length	roll	15	85.00	1,275.00
20	Masking Tape 2", 48mm, 50 meters length	roll	15	100.00	1,500.00
<b>SUBTOTAL</b>					33,920.00
<b>COMMISSION ON AUDIT</b>					
21	Bond paper, letter size, A11, 70gsm	ream	500	150.00	75,000.00
22	Mechanical Pencil, 0.5mm	piece	50	90.00	4,500.00
23	Mechanical Pencil, lead, 0.5mm	piece	50	90.00	4,500.00
24	File Folders, red, CAO-COA printed, leatherette	piece	300	95.00	28,500.00
25	Folder, Morocco, short, blue with binder	piece	500	95.00	47,500.00
26	Page Markers, Sticky notes page markers	set	50	145.00	7,250.00
27	Sticky Notes, Sticky note pads	pad	50	155.00	7,750.00
<b>SUBTOTAL</b>					175,000.00
<b>CITY PROSECUTOR'S OFFICE</b>					
28	Ballpen, fine point, red	piece	300	9.75	2,925.00
29	Sign Pen, green, liquid gel ink, 0.5mm needle tip	piece	200	39.45	7,890.00
<b>SUBTOTAL</b>					10,815.00
<b>SCHOOLS DIVISION OFFICE</b>					
30	Multi-Copy Paper Size: A4 8.25" x 11.75" Substance: 80gsm	ream	50,000	199.59	9,979,500.00
<b>SUBTOTAL</b>					9,979,500.00
***** Nothing Follows *****					

**Total Amount : 10,199,235.00**

**Total Amount In Words (Pesos):** Ten Million One Hundred Ninety-Nine Thousand Two Hundred Thirty-Five Pesos Only

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

**FRANCIS R. MORADOS** 10-11-2021  
Signature Over Printed Name of Supplier / Date

**Funds Available:**  
**RUBY G. MANANGU**  
City Accountant



200 - 21-07 - 000 200 - SCHOOLS  
100 - 2021 - 08 - 07636 - PROSECUTOR  
OBR : 100 - 2021 - 08 - 07540 - SC PROTECTION  
100 - 2021 - 09 - 09936 - COA  
PR Amount : 10,235,669.50



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		Contact Number	: 456-4344

**Sir/Madam:**

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

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	QUEZON CITY PROTECTION CENTER				
1	Plastic L-Type Colored Folder, long, any color	piece	300	9.00	2,700.00
2	Paper Parchment A4-size, 80gsm, 100 sheets per pack, Color: white	pack	15	94.00	1,410.00
3	Photo Paper Glossy A4 high premium glossy, 25s/pack Color: white	pack	20	114.40	2,288.00
4	Specialty Paper 100gsm 8.5" x 11", short special paper, 10s/pack, Color: white	pack	15	48.00	720.00
5	Specialty Paper 80gsm 8.5" x 13", 10s/pack, Color: white	pack	15	51.00	765.00
6	Specialty Paper 90gsm 8.5" x 13", 10s/pack, Color: white	pack	15	51.00	765.00
7	Specialty Paper 90gsm 8.5" x 11", 10s/pack, Color: white	pack	15	51.00	765.00
8	Specialty Paper S-20 8.5" x 13" green color, S-20 with print good quality	pack	10	120.00	1,200.00
9	Sign Pen - Black	piece	20	58.00	1,160.00
10	Sign Pen - Green	piece	20	58.00	1,160.00
11	Sign Pen - Red	piece	20	60.00	1,200.00
12	Stapler Standard Heavy duty 80/120 pages	piece	5	180.00	900.00
13	Staple Wire 23/17 1,000 pieces/box	box	10	28.00	280.00
14	Correction Pen Quick Dry Multi-purpose, quick dry, metal tip	piece	6	122.00	732.00
15	Correction Tape 6 meters (min), 1 piece in individual plastic	piece	60	45.00	2,700.00
16	Permanent Marker - Black, 12s/box	box	25	210.00	5,250.00

**MA. JOSEFINA G. BELMONTE**

City Mayor

**FRANCIS L. MORADOS**

10-11-2021

Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**

City Accountant

200-21-07-000200-SCHOLAR  
100-2021-08-07636-PROSECUTOR  
OBR: 100-2021-08-07540-AC-PROTECTION  
100-2021-08-09936-CoA  
PR Amount: 10,235,669.50

### 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 OCT 11 2021 and to expire on NOV 10 2021.

CONFORME:

FRANCIS R. MORADOS

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

LXS TRADING

COMPANY NAME

10-11-2021

DATE

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

**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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15. This contract shall also serve as **Notice to Proceed**, to take effect on OCT 11 2021 and to expire on -

CONFORME

FRANCIS R. MORADOS

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

10-11-2021

DATE

LXS TRADING

Duly authorized to sign this Purchase Order for and on behalf of \_\_\_\_\_  
COMPANY NAME

SUBSCRIBED AND SWORN to before me this OCT 11 2021 day of OCT 11 2021 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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Series of 1021

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ATTY MARK JOSEPH E. MARCELO  
Notary Public  
Room 405, Security Bank Building,  
Matalino St., Quezon City  
Adol. Matter No. NP-101  
Commission expires on December 31, 2022  
Attorney's Roll No. 69314  
JSP License No. 016605 - Quezon City Chapter  
MCLC Compliance No. NL0025635