



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



PO Number **2108041**

Purchase Order Date: **SEP 17 2021**

Procuring Unit	: VARIOUS OFFICES(QCDRRMO/HRMD/HCDRD/EPWMD-TF ON SOLID WASTE COLLECTION, CLEANING & DISPOSAL SERVICES MGT./ DPOS)	Project Number	: CONSO-21-OS-158
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Public Bidding
Address	: L18 B18 Siete Palabras St., Lagro Subdivision, Greater Lagro, Quezon City	Resolution No.	: 21-PB-195
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 : CGSD Central Warehouse

Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
65	Scissors, standard size, heavy duty, plastic handle with stainless steel	Piece	14	30.00	420.00
66	Cutter, standard size, heavy duty, plastic handle with stainless steel blade	Piece	14	66.00	924.00
67	Ball Pen, black ink	Piece	35	4.80	168.00
68	Pencil, No. 2 lead with eraser	Piece	35	7.00	245.00
69	Data Entry Sheets, long bond paper reams (white substance 20) 500 sheets per ream	Ream	15	308.00	4,620.00
DEPARTMENT OF PUBLIC ORDER AND SAFETY					
70	Continuous Form 2 ply, 280mmx241mm (11"x 9 1/2"), plain white GSP bond or equivalent, 55gsm all sheets, with carbon interleave and side perforations, 500 sheets per box	boxes	60	764.00	45,840.00
71	Continuous Form 3 ply, 280mmx378mm (11"x 14 7/8"), plain white GPS bond or equivalent, 55gsm, with carbon interleave and side perforations, 500 sheets per box	Boxes	15	764.00	11,460.00
***** Nothing Follows *****					

Total Amount : 1,164,611.20

Total Amount In Words (Pesos): One Million One Hundred Sixty-Four Thousand Six Hundred Eleven Pesos & 20/100 Only

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

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant



100-2021-08-08837 - CMO (OCDRRMO)  
100-2021-09-09074 - HRMD  
100-2021-09-09223 - HCDRD  
OBR: 100-2021-08-08628 - TASK FORCE SOLID WASTE  
100-2021-08-08580 - DPOS  
PR Amount : 1,332,499.89



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE				
1	Clip bulldog (3")	pcs	80	10.80	864.00
2	Clip backfold, 25mm, 12s / box	Box	59	16.80	991.20
3	Clip backfold, 50mm, 12s / box	box	60	55.20	3,312.00
4	Correction Tape disposable, usable length of 6 meters (min), 5mm width	pcs	400	15.60	6,240.00
5	Cutter Heavy Duty	pcs	48	66.00	3,168.00
6	Blade Heavy Duty Cutter (L500), 10 pcs / pack	pack	50	29.00	1,450.00
7	Data Folder with finger ring, (3"x 9" x 15")	box	60	90.00	5,400.00
8	Folder A4 size	bundle	60	207.70	12,462.00
9	Folder tagboard, legal size, 100s / box	box	120	396.00	47,520.00
10	Envelope for A4 size document, 500 pieces per box	box	24	900.00	21,600.00
11	Envelope for Legal size document, 500 pieces per box	box	24	900.00	21,600.00
12	Expanding Envelope 0.50mm thickness min	pcs	250	14.40	3,600.00
13	Data File Box made with chipboard, with closed ends	pcs	350	75.60	26,460.00
14	Glue all purpose, 200 grams min.	bottle	36	84.00	3,024.00
15	Permanent Marker, Bullet Type black, Black	pcs	500	33.60	16,800.00
16	White Board Marker, Black	Pcs	500	39.60	19,800.00
17	Paper Bond, A4 70gsm, bond premium grader	Ream	650	174.00	113,100.00
18	Paper Bond - Legal (70gsm), for plain paper copier, legal size, 70gsm	Ream	700	186.00	130,200.00
19	Paper long, 216mm x 330 mm, 90 sheets / box	Box	17	60.00	1,020.00
20	Paper Fastener for paper, metal, 50 sets / box	Box	50	39.60	1,980.00
21	Puncher - paper, heavy duty, with hole guide, 1 piece in individual box	Pcs	24	144.00	3,456.00
22	Record Book 500pg. Size: 214mm x 278mm min.	Pc	500	180.00	90,000.00
23	Rubber Band - Dark yellow, 200x 4mm	Box	20	138.00	2,760.00

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

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

106-2021-08-08837 - CMO (BC DRRMO)  
100-2021-09-09074 - HRMD  
100-2021-09-09223 - HCDRD  
OBR: 100-2021-08-08698 - TASK FORCE SOLID WASTE  
100-2021-08-08580 - DPOS  
PR Amount: 1,332,499.89



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PO Number **2108041**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
24	Ruler 24", plastic	Pcs	25	35.00	875.00
25	Sign Pen (Black) Black	Pc	300	80.40	24,120.00
26	Sign Pen (Blue) Blue	Pc	150	80.40	12,060.00
27	Ball Pen- 3 's pack	Pack	200	4.80	960.00
28	Pencil - 2 x 5 x 20 cm, 80 grams	Pcs	100	7.20	720.00
29	Pencil Sharpener - Operated manually, with larger clearance hole at the end of the cone, 11.5 x 6.5 x 6.5 cm (length x width x thickness)	Pcs	26	264.00	6,864.00
30	Marker Fluorescent- 3 assorted colors per set -3 assorted colors per set	Set	60	79.20	4,752.00
31	Plastic Cover - Heavy duty, PVC roll	Roll	150	1,440.00	216,000.00
32	Stamp Pad- felt pad min 50mm x 100mm	Pc	20	27.60	552.00
33	Stamp Pad Ink- violet, 50ml	Pc	20	18.00	360.00
34	Staple Wire- standard, 5,000pc / box	Box	150	28.80	4,320.00
35	Stapler- heavy duty, standard	pc	26	96.00	2,496.00
36	Tape Masking 43 (+1 mm), 50 meters	Roll	680	72.00	48,960.00
37	Tape- Masking24 (1mm), 50 meters	Roll	680	36.00	24,480.00
38	Tape-Transparent, 43mm, (+1 mm) 50 meters	Roll	680	21.60	14,688.00
39	Tape- transparent, 24mm, 50 meters	Roll	680	14.40	9,792.00
40	Staple Remover- plier type	Pc	24	42.00	1,008.00
41	Scissors- 6"	Pc	25	18.00	450.00
42	Tape Dispenser- table top	Pc	25	90.00	2,250.00
43	Flash Drive- 32GB, USB 2.0, plug and play	pcs	48	276.00	13,248.00
44	Frame with Stand- wooden with glass size 8.5"x 11" with stand	pcs	60	66.00	3,960.00
45	Battery Charger- 4 Slot Battery Charger (AA/AAA)	pcs	16	1,740.00	27,840.00
46	Computer Mouse - Wireless wireless optical mouse with rechargeable	pcs	24	1,056.00	25,344.00
47	Computer Mouse - Optical, USB connection type	pcs	24	186.00	4,464.00

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

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

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100-2021-09-09074 - HRMD  
100-2021-09-09223 - HCDRD  
OBR: 100-2021-08-08698 - TASK FORCE SOLID WASTE  
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
48	Memory Card Reader- 1 Terabyte	Pcs	16	1,200.00	19,200.00
49	Projector Splitter- 3.5mm, Audio Converter, Support Dual Display for PC	pcs	6	1,200.00	7,200.00
	Projector, Multi-port Adapter				
	HUMAN RESOURCE MANAGEMENT DEPARTMENT				
50	USB/FLASH DRIVE	pcs	20	552.00	11,040.00
	32GB' capacity, YSB 2.0 port compatible plug and play, with light indicator, built-in USB interface cover carrying strap				
51	REWRITEABLE CD-RW	pack	50	620.00	31,000.00
	Compact Disc Type CD-RW, Quality 10, Capacity 700MB, Spindle Packaging, Maximum Speed Supported 12x				
	HOUSING COMMUNITY DEVELOPMENT & RESETTLEMENT DEPARTMENT				
52	TRACING PAPER, 80/85gms, 20"X30" mtrs roll sht., pre cut	roll	10	252.00	2,520.00
53	BALLPEN, RED	Pcs	200	4.80	960.00
54	INDEX BOX, 5 X 8 inches box	pc	50	156.00	7,800.00
55	INDEX CARD, 5 X 8 inches ruled card, 1/2 cut, 100pcs/pk	Pack	100	43.20	4,320.00
56	MECHANICAL PENCIL, retractable pencil, 0.5	Pcs	5	54.00	270.00
57	MECHANICAL LEAD, lead pencil, 0.5	pcs	20	29.00	580.00
58	MECHANICAL PEN, 0.5 technical pen	Pcs	3	696.00	2,088.00
59	MECHANICAL PEN INK, black ink	Pcs	5	420.00	2,100.00
60	CLIP BOARD, clip art image board	pc	10	54.00	540.00
61	WHITEBOARD, 2.4m x 90m	Pcs	2	3,960.00	7,920.00
	EPWMD (TASK FORCE ON SOLID WASTE COLLECTION, CLEANING & DISPOSAL SERVICES MANAGEMENT )				
62	Clipboard, wood or hard plastic, size: 9" x 15.5"	Piece	255	30.00	7,650.00
63	Marking Pens, black ink , permanent	Piece	35	33.60	1,176.00
64	Masking Tape, 2 inches width, 50m per roll	Piece	100	72.00	7,200.00

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

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

100-2021-08-08887 - CMO (CDRRMO)  
100-2021-09-09074 - HRMD  
100-2021-09-09223 - HCDRD  
OBR : 100-2021-08-08698 - TASK FORCE SOLID WASTE  
100-2021-08-08580 - DPOS  
PR Amount : 1,332,499.89



## 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 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.
5. 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.
6. 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.
7. 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.
8. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
9. 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**.
10. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
11. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
12. 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.
13. 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.
14. This contract shall also serve as **Notice to Proceed**, to take effect on SEP 29 2021 and to expire on - OCT 29 2021

CONFORME:

Ryan B. Balinguena  
SIGNATURE OVERPRINTED NAME

Authorized Representative  
IN THE CAPACITY OF

9/29/2021  
DATE

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

Alaben Ent.

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 \_\_\_\_\_

### 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.
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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 SEP 29 2021 and to expire on -

CONFORME:

Ryan L. Llanes  
SIGNATURE OVER PRINTED NAME

Authorized Representative  
IN THE CAPACITY OF

09/29/21  
DATE

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

Adrian Esti  
COMPANY NAME

SUBSCRIBED AND SWORN to before me this \_\_\_ day of \_\_\_\_\_, 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 CONDITONS

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13. 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.

14. This contract shall also serve as **Notice to Proceed**, to take effect on SEP 29 2021 and to expire on -

CONFORME: OCT 29 2021

Ryan Guillermo  
SIGNATURE OVER PRINTED NAME

Authorized Representative  
IN THE CAPACITY OF

9/29/2021  
DATE

Duly authorized to sign this Purchase Order for and on behalf of Alcan East  
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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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 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.
5. 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.
6. 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.
7. 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.
8. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
9. 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**.
10. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
11. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
12. 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.
13. 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.

14. This contract shall also serve as **Notice to Proceed**, to take effect on SEP 29 2021 and to expire on -

CONFORME:

Signature  
SIGNATURE OVER PRINTED NAME

Authorizing Representative  
IN THE CAPACITY OF

09/29/2021  
DATE

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

Alalen Ent.  
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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Page No. \_\_\_  
Book No. \_\_\_  
Series of \_\_\_