



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



PO Number **2108065**

Purchase Order Date: **OCT 18 2021**

Procuring Unit	: VARIOUS OFFICES (QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE/OFFICE OF COUN. JOE A. VISAYA/ LIQUOR LICENSING REGULATORY BOARD/ CITY GENERAL SERVICES DEPARTMENT	Project Number	: CONSO-21-OS-16B
Company Name	: ALEXANDRITE BLUE, INC.	Mode of Procurement	: Public Bidding
Address	: # 38-B Schilling Street, Phase 8 North Fairview, Brgy. North Fairview, Quezon City	Resolution No.	: 21-PB-212
Business Type	: Corporation Registration #A200117388	TIN Number	: 214-809-960-000
		Contact Number	: 404-3953

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
96	Trodat Color printer self inking stamp, P30 plate size 47 x 18mm, 1 7/8 x 3/4 inch	Piece	1	1,200.00	1,200.00
97	Trodat Dating and Stamping Machine, P54D plate size 38 x 10mm, 1 1/2 x 25/64 inch	Piece	1	1,313.66	1,313.66
	***** Nothing Follows *****				

Total Amount : 3,569,820.94

Total Amount In Words (Pesos): Three Million Five Hundred Sixty-Nine Thousand Eight Hundred Twenty Pesos & 94/100 Only.

MA. JOSEFINA G. BELMONTE  
City Mayor

Signature Over Printed Name of Supplier / Date  
10/27/21

Funds Available:

RUBY G. MANANGU  
City Accountant



100-2021-09-09632-Coun.VISAYA  
100-2021-09-09668-CGSD  
OBR: 100-2021-09-09263-ULRB  
100-2021-09-09190-OCBCDPD  
PR Amount: 3,885,441.21

## 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 OCT 27 2021 and to expire on -

CONFORME:

SIGNATURE OVER PRINTED NAME

IN THE CAPACITY OF

DATE

Duly authorized to sign this Purchase Order for and on behalf of Alexandrite Blue Line  
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. 430  
Page No. 87  
Book No. 001  
Series of 702

ATTY. MARK JOSEPH E. MARCELO  
Notary Public  
Room 405, Security Bank Building,  
Matalino St., Quezon City  
Adm. Matter No. NP-103  
Commission expires on December 31, 2022

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)  
IBP Lifetime No. 016606, Quezon City Chapter  
PTR No. 0699739, 01-08-2021, Quezon City  
MCLE Compliance No. VT-0026095





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**PROCUREMENT DEPARTMENT**  
Quezon City Government



PO Number **2108065**

Purchase Order Date: **OCT 18 2021**

Procuring Unit	: VARIOUS OFFICES (QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE/OFFICE OF COUN. JOE A. VISAYA/ LIQUOR LICENSING REGULATORY BOARD/ CITY GENERAL SERVICES DEPARTMENT	Project Number	: CONSO-21-OS-16B
Company Name	: ALEXANDRITE BLUE, INC.	Mode of Procurement	: Public Bidding
Address	: # 38-B Schilling Street, Phase 8 North Fairview, Brgy. North Fairview, Quezon City	Resolution No.	: 21-PB-212
Business Type	: Corporation Registration #A200117388	TIN Number	: 214-809-960-000
		Contact Number	: 404-3953

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
74	Dating and Stamping Machine, heavy duty	Piece	1	650.00	650.00
75	Glue Gun, 110V-240V, branded, good quality, 40w, big	Piece	2	188.31	376.62
76	Glue Stick-Big, 30 grams, for glue gun	Piece	50	61.20	3,060.00
77	Glue Stick-Small, 8 grams, for glue gun	Piece	89	22.36	1,990.04
78	Illustration Board, (30 inches x 40 inches), 760mm x 1000mm, 860gsm, 1.30mm thickness, double face (black and white), smooth finish	Piece	5	117.69	588.45
79	Index Card- 3 inches x 5 inches (per pack), 500 pieces per pack	Pack	2	664.96	1,329.92
80	Marker, Whiteboard, black, felt tip, bullet type	Piece	750	16.00	12,000.00
81	Marker, Whiteboard, blue, felt tip, bullet type	Piece	750	16.00	12,000.00
82	Marker, Permanent, bullet type black	Piece	700	16.00	11,200.00
83	Marker, Permanent, bullet type blue	Piece	700	16.00	11,200.00
84	Paper, Multicopy, 80 gsm, size: 210mm x 297mm	Ream	4,000	190.00	760,000.00
85	Paper, Multicopy, 80 gsm, size: 216mm x 330mm	Ream	4,000	190.00	760,000.00
86	Paper, Multi-purpose (Copy) Legal, 70gsm	Ream	5,000	165.00	825,000.00
87	Paper A3, Multi-purpose (297mm x 420mm) substance 20	Ream	1	765.00	765.00
88	Paper Manila, 10 sheets per pack	Pack	2	35.31	70.62
89	Plastic Cover, gauge 4, thickness	Meter	15	60.00	900.00
90	Special Paper, Certificates, special linen paper, pastel color, 10 piece/pack, 8 1/2 inches x 11 inches	Pack	8	47.08	376.64
91	Staple Wire, T-50	Box	5	380.00	1,900.00
92	Sticker Paper-Neon Colors, A4 neon colors, 10s/pack	Pack	5	254.22	1,271.10
93	Sticker Paper, White, A4, Matte sticker paper (white), 10 pieces/pack	Pack	3	52.96	158.88
94	Tape double sided with foam, 1 inches x 50m/roll	Roll	5	464.88	2,324.40
95	Trodar Color printer self inking stamp, P40 plate size 58 x 22mm, 2 1/8 x 7/8 inch	Piece	1	1,400.00	1,400.00

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

*Josephine Belmonde* 10/27/21  
Signature Over Printed Name of Supplier / Date

Funds Available:

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
City Accountant

OBR :

PR Amount : 3,885,441.21



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Company Name	: ALEXANDRITE BLUE, INC.	Mode of Procurement	: Public Bidding
Address	: # 38-B Schilling Street, Phase 8 North Fairview, Brgy. North Fairview, Quezon City	Resolution No.	: 21-PB-212
Business Type	: Corporation Registration #A200117388	TIN Number	: 214-809-960-000
		Contact Number	: 404-3953

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
49	Data File Box	Piece	50	77.20	3,860.00
50	Envelope documentary (10x15)	Box	5	927.60	4,638.00
51	Envelope Expanding kraft	Box	5	738.40	3,692.00
52	Folder tagboard/100/box	Pack	30	954.72	28,641.60
53	Glue All purpose, 300 gsm/min	Jar	10	49.40	494.00
54	Marker Fluorescent	Piece	30	46.80	1,404.00
55	Marking Pen, permanent, black	Piece	30	11.86	355.80
56	Notepad (3x3) 100 sheets/pad	Pad	100	59.28	5,928.00
57	Paper Multi-copy, legal 80gsm	Ream	180	193.84	34,891.20
58	Puncher heavy duty	Piece	5	131.96	659.80
59	Scissor 6	Pair	15	40.56	608.40
60	Stamp Pad felt pad 70mm x 100mm	Piece	20	40.56	811.20
61	Staple Remover twin jaws	Piece	30	24.90	747.00
62	Staple heavy duty standard	Piece	10	176.80	1,768.00
63	Tape Dispenser heavy duty 24mm	Piece	10	55.83	558.30
64	Tape Masking 1 inch, 24mm, 50 meters	Roll	50	56.40	2,820.00
65	Tape Masking 2 inches, 50mm, 50 meters	Roll	50	106.60	5,330.00
66	Tape Packaging 1 inch, 24mm, 50 meters	Roll	50	6.05	302.50
67	Tape Packaging 2 inches, 48mm, 50 meters	Roll	50	6.05	302.50
	CITY GENERAL SERVICES DEPARTMENT				
68	Ballpen, fine point black	Piece	67	45.00	3,015.00
69	Ballpen, fine point blue	Piece	35	45.00	1,575.00
70	Ballpen, fine point, good quality	Piece	23	45.00	1,035.00
71	Ballpen, fine point, black and blue non-blot, good quality	Piece	33,461	21.34	714,057.74
72	Colored Paper, Assorted color, 8.5 x 11 inches, 25's/pack	Piece	8	42.84	342.72
73	Correction pen quick dry, multi purpose, quick dry, metal tip	Piece	25	158.36	3,959.00

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

Signature Over/Printed Name of Supplier / Date **10/27/21**

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR :

PR Amount : 3,885,441.21





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Company Name	: ALEXANDRITE BLUE, INC.	Mode of Procurement	: Public Bidding
Address	: # 38-B Schilling Street, Phase 8 North Fairview, Brgy. North Fairview, Quezon City	Resolution No.	: 21-PB-212
Business Type	: Corporation Registration #A200117388	TIN Number	: 214-809-960-000
		Contact Number	: 404-3953

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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
25	Paper Clip, vinyl, plastic coated, length 48mm	Box	150	15.00	2,250.00
26	Paper Clip, vinyl, plastic coated, jumbo	Box	150	20.00	3,000.00
27	Plastic cover per roll	Roll	3	5,000.00	15,000.00
28	Record Book, 300 pages, 214mm x 278mm	Piece	50	65.00	3,250.00
29	Record Book, 500 pages	Piece	50	100.00	5,000.00
30	Plastic Paper fastener, 50 sets/box	Box	50	100.00	5,000.00
31	Staple remover, scissor type	Piece	50	120.00	6,000.00
32	Sign pen, blue, liquid/gel ink, 0.5mm needle tip	Piece	50	36.00	1,800.00
33	Sign pen, black, liquid/gel ink, 0.5mm needle	Piece	50	36.00	1,800.00
34	Sign pen, red, liquid/gel ink, 0.5mm needle tip	Piece	50	36.00	1,800.00
35	Tape, Masking, 24mm width	Piece	100	57.50	5,750.00
36	Tape, Masking, 48mm width	Piece	100	106.60	10,660.00
37	Tape, Transparent, 24mm width	Piece	100	11.50	1,150.00
38	Tape, Transparent, 48mm width	Piece	100	30.00	3,000.00
39	Tape, Packaging, 48mm width	Piece	100	30.00	3,000.00
40	Tape dispenser, table top	Piece	20	220.00	4,400.00
41	Paper, Multi-purpose, 70gsm/legal OFFICE OF COUN. JOSE A. VISAYA LIQUOR LICENSING REGULATORY BOARD	Ream	215	138.97	29,878.55
42	Ballpen finepoints, black	Piece	50	24.80	1,240.00
43	Ballpen finepoints, blue	Piece	50	24.80	1,240.00
44	Ballpen finepoints, red	Piece	50	24.80	1,240.00
45	Blade Heavy Duty cutter (L500)	Tubes	20	9.83	196.60
46	Clip Plastic gem type, jumbo	Box	50	12.74	637.00
47	Correction Tape	Box	200	12.74	2,548.00
48	Cutter Knife for general purpose	Piece	20	33.43	668.60

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

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR :

PR Amount : 3,885,441.21



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



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Company Name	: ALEXANDRITE BLUE, INC.	Mode of Procurement	: Public Bidding
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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
	QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE				
1	Ballpen, fine points, black	Piece	1,000	15.00	15,000.00
2	Ballpen, fine points, blue	Piece	200	15.00	3,000.00
3	Ballpen, fine point, green	Piece	100	15.00	1,500.00
4	Calculator, compact, 12 digits	Piece	10	400.00	4,000.00
5	Clip, backfold, 19mm, all metal, clamping	Piece	300	7.50	2,250.00
6	Clip, backfold, 25mm, all metal, clamping	Piece	300	14.00	4,200.00
7	Clip, backfold, 32mm, all metal, clamping	Piece	300	20.00	6,000.00
8	Clip, backfold, 50mm, all metal, clamping	Piece	300	42.00	12,600.00
9	Correction tape, film based type, 6m	Piece	200	50.00	10,000.00
10	Data file box, made of chipboard, with close ends	Piece	100	80.00	8,000.00
11	Envelope, Documentary, for legal size document 100pcs./box	Piece	2	538.80	1,077.60
12	Envelope, Expanding, Kraftboard for legal size document, 100pcs./box	Box	2	667.85	1,335.70
13	Marker, Fluorescent (3pcs. Color/set	Set	250	37.00	9,250.00
14	Marker pen, permanent, bullet type, black	Piece	200	10.00	2,000.00
15	Marker pen, permanent, bullet type, blue	Piece	200	10.00	2,000.00
16	Marker, whiteboard red, felt tip, bullet type	Piece	200	10.00	2,000.00
17	Eraser for whiteboard	Piece	20	37.89	757.80
18	Notepad, stick on, 50mm x 76mm (2 inches x 3 inches)	Pad	200	32.50	6,500.00
19	Notepad, stick on 76mm x 76mm (3 inches x 3 inches)	Pad	200	44.30	8,860.00
20	Notepad, stick on, 76mm x 100mm (3inches x 4 inches)	Pad	200	60.00	12,000.00
21	Paper, Hardcopy, 80gsm, short 8.5 x 11 inches	Ream	100	150.00	15,000.00
22	Paper, Hardcopy, A4, 80gsm	Ream	200	170.56	34,112.00
23	Paper, Hardcopy, 80gsm, legal, 8.5 x 13 inches	Ream	350	181.42	63,497.00
24	Paper Clip, vinyl, plastic coated, length 32mm	Box	150	10.00	1,500.00

 <b>MA. JOSEFINA G. BELMONTE</b> City Mayor	 Signature Over Printed Name of Supplier / Date 10/27/21
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<b>Funds Available:</b>  <b>RUBY G. MANANGU</b> City Accountant	<b>OBR :</b> <b>PR Amount :</b> 3,885,441.21
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