



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2110036**

Purchase Order Date: **DEC 15 2021**

Procuring Unit : CITY TREASURER'S OFFICE	Project Number : GF-20-02-00182
Company Name : MAV AND CAY MARKETING INCORPORATED	Mode of Procurement : Public Bidding
Address : Unit 322 Eagle Court Condo, 26 Matalino Road, Barangay Central, Quezon City	Resolution No. : 21-PB-259
Business Type : Corporation Registration #CS201916773	TIN Number : 010-411-733-000
	Contact Number : 09959243223

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 :** Ninety (90) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Under Financial Management Unit -The Payment and Report module includes the encoding of manual payments of all miscellaneous collection and the generation of reports that will be submitted to the Bureau of Local Government Finance of the Department of Finance. It encodes the individual official receipts that includes particular nature of collection, fund & account code based on Philippine Public Sector Accounting Standard (PPSAS) ***** Nothing Follows *****				

Total Amount : 1,170,000.00

Total Amount In Words (Pesos):

[Signature]
MA. JOSEFINA G. BELMONTE
City Mayor

[Signature]
Jan Martin R. Castiño 12/21/21
Signature Over Printed Name of Supplier / Date

Funds Available:

[Signature]
RUBY G. MANANGU
City Accountant



OBR: 100-2021-12-14379
PR Amount: 1,174,274.20

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 DEC 21 2021 and to expire on - MAR 21 2022

CONFORME:

Jan Marvic K. Castilla
SIGNATURE OVER PRINTED NAME

Authorize representative
IN THE CAPACITY OF

12/21/21
DATE

Duly authorized to sign this Purchase Order for and on behalf of Man and Coy Marketing Incorporated
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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1	<p>Computer Software</p> <p>Software Development for Collection Report System Collection Report System is the integration of reports and sharing of data under City Treasurer's Office which include Accountable Forms Unit, Cash Division, Verification Section and Financial Management Unit. The system is made of the computerization of the issuance of forms from Accountable Forms Unit, creation of reports of collection and deposit (RCD) from Cash Division Verification of RCD and official receipts (OR) from Verification Section and payments encoding and report generation from the Financial Management Unit</p> <p>Under Accountable Forms Unit</p> <ul style="list-style-type: none"> - The Inventory Module includes the issuance and return of accountable forms, it will determine the daily usage, availability and summary of forms and the restriction on issuing, to the accountable officers. It stores Pad No. and Serial No. of each Accountable Form type with the location for easy retrieval. <p>Under Cash Division</p> <ul style="list-style-type: none"> -The RCD Module creates and prints the daily report of the accountable officer. It retrieves the Serial No. that was issued by the Accountable Forms Unit to the accountable officer. It retrieves the Serial No. that was issued by the Accountable Forms Unit to the accountable officer. It includes the cash and check collections with the total issued of official receipts. <p>Under Verification Section</p> <ul style="list-style-type: none"> - The Verification Module involves the actual verification of individual official receipts that was issued by the accountable officer. It includes the verification and correction of collector's OR date and OR No. with RCD amount. 	Unit	1	1,170,000.00	1,170,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Jan Marvic K. Castillo
Jan Marvic K. Castillo 12/21/21
 Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR :
 PR Amount : 1,174,274.20

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CONFORME:
Jan Marvin R. Castillo
 SIGNATURE OVER PRINTED NAME

Authorize representative
 IN THE CAPACITY OF
12/11/21
 DATE

Duly authorized to sign this Purchase Order for and on behalf of Man and Coy Marketing Incorporated
 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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