

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

PO Number **2111129**  
**Purchase Order** Date: **DEC 27 2021**

Procuring Unit : DEPARTMENT OF ENGINEERING	PR Number : GF-21-10-00414B
Company Name : YENS OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Shopping 52.1b
Address : #23 Moses St., Metrogate Complex, Pandayan, City of Meycauayan, Bulacan	Resolution No. : 21-A-625
Business Type : Sole Proprietorship Registration #1565450	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
11	RJ45 Crimping Tool Kit - Inclusions: 1 pc. RJ45 Crimp Tool Pass Through Cat5 Cat5e Cat6; 1 pc. - 6 in 1 Multipurpose mini screw driver; 1 pc. - Network Cable Tester (Main Tester and Remote Tester, 9V Battery not included); 1 pc. - Mini Wire Stripper; 20pcs. RJ45 Cat6 Pass Through Connectors and Covers	set	6	2,993.00	17,958.00
12	Battery AA - 2pcs per pack, Alkaline Battery, Nominal Voltage: 1.5 volts, Typical Weight: 23.0 grams (0.8 oz.), Typical Volume: 8.1 cubic centimeters (0.5 cubic inch.), Shelf Life: 10 years at 21°C, Terminal: Flat Contact	set	60	145.00	8,700.00
13	Battery AAA - 4 pcs per pack, Alkaline Battery, Nominal Voltage: 1.5 volts, Typical Weight: 11.5 grams (0.4 oz.), Typical Volume: 3.8 cubic centimeters (0.2 cubic inch.), Chemical System: Zinc-Manganese Dioxide, No added mercury or cadmium, Shelf Life: 10 years at 21°C, Terminal: Flat Contact	set	40	205.00	8,200.00
14	Spray Paint - 400ml, red, premium quality, 100 pure acrylic, highly durable, fast drying ***** Nothing Follows *****	pcs	109	599.00	65,291.00

**Total Amount : 300,579.75**

Total Amount In Words (Pesos): Three Hundred Thousand Five Hundred Seventy-Nine Pesos & 75/100 Only

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

*Kathleen M. Osong* / DEC 29, 2021  
 Signature Over Printed Name of Supplier / Date

Funds Available:

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



OBR : 100-2021-12-14843  
 PR Amount : 448,251.50

**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. 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 29 2021 and to expire on - JAN 28 2022

CONFORME:

Kathleen M. Osorio  
SIGNATURE OVER PRINTED NAME

owner  
IN THE CAPACITY OF

Dec. 29, 2011  
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)**

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

PO Number **2111129**

**Purchase Order** Date: *DEC 27 2021*

Procuring Unit : DEPARTMENT OF ENGINEERING	PR Number : GF-21-10-00414B
Company Name : YENS OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Shopping 52.1b
Address : #23 Moses St., Metrogate Complex, Pandayan, City of Meycauayan, Bulacan	Resolution No. : 21-A-625
Business Type : Sole Proprietorship Registration #1565450	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
1	USB/Flash Drive - 32GB, Dimension: 2.25 inches x 0.68 inches x 0.39 inches (57.18mm x 17.28mm x 10.00mm), Operating Temperatures: 32°F to 140°F (0°C to 60°C), Storage Temperatures: -4°F to 185°F (-20°C to 85°C), Convenient: pocket-sized for easy transportability, Simple: just plug into a USB port, Handy: capless design; no cap to lose, Guaranteed: free technical support, Color: Purple, Compatible with: Windows 8, Windows 7, Windows Vista, Windows XP, MAC OS X v.10.6.x+, Linux v.2.6.x+ ✓	pieces	125 ✓	495.50 ✓	61,937.50
2	Mouse - Optical USB Mouse, comfortable, ambidextrous design, 800 DPI Optical Precision, 3 buttons optical tracking, for left or right handed, USB connectivity cable: approximately 5 feet 9 inches or 180 cm, works with Windows XP, Windows Vista and Windows 7, System requirements: Windows-based PC: Windows XP, Windows Vista or Windows 7; USB Port Linux-based PC: Linux kernel 24+; USB port MAC Computer: MAC OS x 1039 or later; USB port ✓	pieces	100 ✓	359.00 ✓	35,900.00
3	Keyboard Computer - Color: Black, Rugged good looks, comfortable, quiet typing, spill resistant design, durable keys, thin profile, sturdy, adjustable tilt legs, plug-and-play USB connection, easy to read keys, curved space bar, Windows-based computer: Windows XP, Windows Vista, Windows 7, Windows 8, Windows 10, USB Port ✓	pieces	130 ✓	295.00 ✓	38,350.00
4	Battery Rechargeable AA, 2 pcs, 1.2 V, work in all NiMH battery chargers, great for remotes, label makers, PC mice, clocks, calculators and motor driven toys, NiMH batteries with a capacity of 1,300 mAh and no memory effect. ✓	set	25 ✓	83.23	2,080.75
5	Battery Rechargeable AAA, 2 pcs, Rechargeable Universal 2S, Weight: 0.045kg, Length: 9.4cm, Width 0.5 cm, Height 11.5 cm, NiMH batteries, 700 mAh ✓	set	25 ✓	85.50 ✓	2,137.50

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

*Kathleen M. Oson D / Dec 29, 2021*  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**OBR :**  
**PR Amount :** 448,251.50

**TERMS AND CONDITIONS**

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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.
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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 29 2021 and to expire on JAN 28 2022.

CONFORME:

Kathleen M. Osorio  
SIGNATURE OVER PRINTED NAME

OWNER  
IN THE CAPACITY OF

Dec 29, 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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**PROCUREMENT DEPARTMENT**  
 Quezon City Government

PO Number **2111129**

**Purchase Order** Date: **DEC 27 2021**


Procuring Unit : DEPARTMENT OF ENGINEERING	PR Number : GF-21-10-00414B
Company Name : YENS OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Shopping 52.1b
Address : #23 Moses St., Metrogate Complex, Pandayan, City of Meycauayan, Bulacan	Resolution No. : 21-A-625
Business Type : Sole Proprietorship Registration #1565450	TIN Number : 482-778-072-000
	Contact Number : 09176530731

**Sir/Madam:**  
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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
6	UTP Cable CAT6-305m, 1,000 feet, Ethernet Cable Cat6, Gauge Size: 24AWG, Category: 6 Cat6, Color: Blue, Solid Pure Copper, 4pairs, 100% Brand New, 100% High Quality ✓	units	3 ✓	5,395.00	16,185.00
7	Ethernet hub - Gigabit switch hub, 24 ports, branded, Port Standards & Functions: IEEE 802.3, 802.3u, 802.3ab compliant, IEEE 802.3x Flow Control, IEEE 802.3az EEE compliant, IEEE 802.3af/at compliant, Half/Full-duplex operation at 10/100Mbps, Full-duplex operation at 1000Mbps, Auto-Negotiation for each port, Auto MDI/MDIX, Switching Capacity: 48 Gbps, Max. Forwarding Rate: 35.71 Mpps, Addr. Table Size: 8K Entries, Packet Buffer: 512KBytes, Flash Memory: 8 MBytes, PoE Standards: 802.3af/at, PoE Capable Ports: Ports 1-12, PoE Power Budget: 100 W, Power Input: 100 to 240 VAC, 50 to 60 Hz Internal Universal Power Supply, Max. Power Consumption: 128.3 W (PoE on) 21.2 W (PoE off), Standby Power Consumption: 13.0 W, Ventilation: One Fan, Acoustics: 41.9 dB(A) rev B1 27.6 dB(A) rev B2, Heat Dissipation: 437.9 BTU/hr, Operating Temp.: 23°F to 122°F (-5°C to 50°C), Storage Temp.: -40°F to 158°F (-40°C to 70°C), Operating Humidity: 0% to 95% non-condensing, Storage Humidity: 0% to 95% non-condensing ✓	pcs	2 ✓	10,995.00	21,990.00

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

  
 Kathleen M. Osonio / Dec 29, 2021  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

  
**RUBY G. MANANGU**  
 City Accountant

**OBR :**  
**PR Amount :** 448,251.50

**TERMS AND CONDITIONS**

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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 29 2021 and to expire on -

CONFORME:

Kathleen M. Osorio

SIGNATURE OVER PRINTED NAME

OWNER

IN THE CAPACITY OF

DEC 29 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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**PROCUREMENT DEPARTMENT**  
 Quezon City Government

PO Number **2111129**

**Purchase Order** Date: **DEC 27 2021**

Procuring Unit : DEPARTMENT OF ENGINEERING	PR Number : GF-21-10-00414B
Company Name : YENS OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Shopping 52.1b
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Business Type : Sole Proprietorship Registration #1565450	TIN Number : 482-778-072-000
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**Sir/Madam:**  
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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
8	Ethernet hub - Gigabit switch hub, 8 ports, branded, Port Standards & Functions: IEEE 802.3, 802.3u, 802.3ab compliant, IEEE 802.3x Flow Control, IEEE 802.3az EEE compliant, IEEE 802.3af compliant, IEEE 802.3af/at compliant, Half/Full-duplex operation at 10/100, Full-duplex operation at 1000Mbps, Auto-Negotiation for each port, Auto MDI/MDIX, Switching Capacity: 16 Gbps, Max. Forwarding Rate: 11.9 Mpps, Address Table Size: 4K Entries, Packet Buffer: 1.5 Mbits, Flash Memory: 2 Mbytes, PoE Standard: 802.3af/at, PoE Capable Ports: Ports 1-8, PoE Power Budget: 64W, Power Input: 100 to 240 VAC; 50 to 60 Hz External Universal Power Supply, Max. Power Consumption: 77.9 W (PoE on) 4.6 W (PoE off), Standby Power Consumption: 2.0 W, Ventilation: Fanless, Acoustics: 0 dB(A), Heat Dissipation: 265.85 BTU/hr, Operating Temperature: 32°F to 104°F (0°C to 40°C), Storage Temperature: -40°F to 158°F (-40°C to 70°C), Operating Humidity: 0% to 90% non-condensing, Storage Humidity: 0% to 95% non-condensing, Dimensions (W x D x H): 6.73 x 3.85 x 1.13 (171 x 97.8 x 28.6 mm), Weight: 0.95 lbs (0.43 kg), EMI Certifications: FCC Class B, CE Class B, VCCI Class B, BSMI, CCC, Safety: cUL, CE LVD, CB, BSMI, CCC, MTBF: 786,841 hours	pcs	3	3,475.00	10,425.00
9	Cable Ties - 250 pcs per pack, Size: 4 mm x 250 mm, zip ties, white, Material: nylon, yield stress: 60MPa, Elongation at Break: 18%, Tensile Modulus: 1500MPa, Flammability: V2 0.8mm, Resistance to UV, Oil and Greases, Petrol - Very Good, Resistance to Solvents - Good, Heat Deflection Temperature 1.8MPa: 70 Degrees Celsius, Density: 1.14	pack	5	685.00	3,425.00
10	RJ 45 Connector - 12 pcs per pack, for CAT 5, CAT 5e and CAT 6, high-quality gold plated	pack	50	160.00	8,000.00

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

*Kathleen M. Osorio* / Dec. 29, 2021  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**OBR :**  
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CONFORME:

Kathleen M. Osorio  
SIGNATURE OVER PRINTED NAME

OWNER  
IN THE CAPACITY OF

DEC 29, 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)