

July 27 2021



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



PO Number **2108055**

**Purchase Order** Date: **SEP 17 2021**

Procuring Unit : <b>SCHOOLS DIVISION OFFICE</b>	Project Number : <b>SDO-21-OE-50B</b>
Company Name : <b>LXS TRADING</b>	Mode of Procurement : <b>Public Bidding</b>
Address : <b>1210 SunTrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City</b>	Resolution No. : <b>21-PB-210</b>
Business Type : <b>Sole Proprietorship Registration #1441303</b>	TIN Number : <b>238-643-432-000</b>
	Contact Number : <b>456-4344</b>

**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
	Color Scan Function •Maximum Scan Size: Up to A4 •Scan Resolution: Optical: Up to 1200 x 2400 dpi (ADF: Up to 1200 x 600 dpi) •Scan Speed: 3.35sec/4.38sec (A4 size, 100 x 100 dpi) •"Scan To" Feature: Image, OCR, Email, File  Paper Handling •Paper Input (Standard Tray): Up to 150 sheets (80g/m <sup>2</sup> ) •Paper Input (Manual Feed Slot): 1 sheet •Paper Output: Up to 50 sheets (up to A4) •Automatic Document Feeder: Up to 20 sheets (80g/m <sup>2</sup> ) •Paper Handling Sizes (Standard Tray): A4, LTR, EXE, A5, A6 Photo 10x15cm, Index Card 13x20cm, C5 Envelope, Com-10, DL Envelope, Monarch •Paper Handling Sizes (Manual Feed Slot): A4, LTR, EXE, A5, A6, Index Card 13x20cm, Photo 9x13 cm, 10x15cm, 13x18cm, C5 Envelope, Com-10, DL Envelope  ***** Nothing Follows *****				

**Total Amount :** **9,929,338.00**

**Total Amount In Words (Pesos):** Nine Million Nine Hundred Twenty-Nine Thousand Three Hundred Thirty-Eight Pesos Only

 <b>MA. JOSEFINA G. BELMONTE</b> City Mayor	 <b>FRANCIS R. MORADOS</b> Signature Over Printed Name of Supplier / Date 9/21/2021
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**Funds Available:**

 <b>RUBY G. MANANGU</b> City Accountant	 <b>OBR :</b> 200-21-08-000241 <b>PR Amount :</b> 9,930,000.00
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	COMPUTER PRINTER (3-IN-1) - Brother (Wireless Ink Tank Printer 3-in-1 with ADF)  General •Functions: Print, Copy, Scan •Memory: 128 MB •Display: 1 Line LCD •Interface: Hi-Speed USB 2.0 •Network Connectivity: Wireless LAN  Color Print Function •Print Speed (Laser Comparable): Up to 17ipm (mono) and 16.5ipm (color) •Print Speed (Fast Mode): Up to 30ppm (mono) and 26ppm (color) •First Print Out Time (FPOT): Up to 6 sec (mono) and 6.5 sec (color) •Print Resolution: Up to 1200 x 600dpi •2-side Print: Automatic (Up to a4/LTR) •Direct Wireless Connection: Wi-Fi Direct  Color Copy Function •Maximum Copy Size: A4 •Copy Speed (Laser Comparable): Up to 13ipm (mono) and 10.5ipm (color) •Copy Speed (FCOT): Up to 10.5sec (mono) and 21 sec (color) •Copy Resolution (Color): Print: Max. 1200 x 2400 dpi; Scan: Max. 1200 x 600dpi •Enlargement/Reduction Ratio: 25%-400% in 1% increment	unit	662	14,999.00	9,929,338.00

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

**FRANCIS R. MORADOS** 9/21/2021  
 Signature Over Printed Name of Supplier / Date

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

OBR : 200 - 21-08 - 00241  
 PR Amount : 9,930,000.00

**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 cost of the delayed goods/services scheduled for delivery for every day 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 **SEP 21 2021** and to expire on -

CONFORME:

**FRANCIS R. MORADOS**

SIGNATURE OVER PRINTED NAME

IN THE CAPACITY OF

Authorized Representative

**LXS TRADING**

COMPANY NAME

DATE

**9/21/21**

**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)