



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



PO Number **2111097**

Purchase Order Date: DEC 28 2021

Procuring Unit : **SCHOOLS DIVISION OFFICE**

Company Name : **MS V ENTERPRISES**

Address : **6 Bayo Condotel & Suites, Sct. Bayoran St., cor Sct. Tuazon, Brgy. South Triangle, Q. C.**

Business Type : **Sole Proprietorship Registration #05360637**

Project Number : **SDO-21-PS-547**

Mode of Procurement : **Public Bidding**

Resolution No. : **21-PB-374**

TIN Number : **136-386-905-000**

Contact Number : **0917-819-5910**

Sir/Madam:

Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : **Schools Division Office**

Delivery Schedule : **Thirty (30) Calendar Days**

Payment Term : **Credit**

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
29	Level 6 - 23 pages Size: A4 (8 1/4 X 11 1/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing  ***** Nothing Follows *****	copy	200	11.00	2,200.00

Total Amount : **2,262,717.00**

Total Amount In Words (Pesos): **Two Million Two Hundred Sixty Two Thousand Seven Hundred Seventeen Pesos Only**

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

**VENIS T. PERAY** dec. 29, 2021  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant



OBR :

PR Amount : **2,263,917.00**



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Resolution No. : 21-PB-374

TIN Number : 136-386-905-000

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Sir/Madam:

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Place of Delivery : Schools Division Office

Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<b>REPRODUCTION OF ALS K TO 12 WORKSHEETS</b> 78 ELEMENTARY WORKSHEETS, 1,170 pages, size of paper: A4, 80gsm white paper printing: back to back on paper colored – cover page grayscale – inner page binding: soft bound, book style	copy	1,200	585.00	702,000.00
2	68 JUNIOR HS WORKSHEETS, 1,020 pages, size of paper: A4, 80gsm white paper printing: back to back on paper colored – cover page grayscale – inner page binding: soft bound, book style	copy	535	510.00	272,850.00
3	<b>PRINTING OF OPLAN KALUSUGAN: ADOLESCENT REPRODUCTIVE HEALTH</b> ADOLESCENT REPRODUCTIVE HEALTH (Healthy Young Ones) Manual Reproduction No. of pages: 50pages back to back printing, black and white Material bookpaper: 80 gsm white paper Size: folded 12inches x 22inches Book cover: foldcote Binding: wire/saddle stitched	copy	6,000	150.00	900,000.00

MA. JOSEFINA G. BELMONTE  
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR :

PR Amount : 2,263,917.00



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Address : **6 Bayo Condotel & Suites, Sct. Bayoran St., cor Sct. Tuazon, Brgy. South Triangle, Q. C.**

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Business Type : **Sole Proprietorship Registration #05360637**

TIN Number : **136-386-905-000**

Contact Number : **0917-819-5910**

**Sir/Madam:**

Please furnish this office the following articles subject to the terms and conditions contained here:

**Place of Delivery :** Schools Division Office

**Delivery Schedule :** Thirty (30) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
4	USER GUIDE REPRODUCTION No. of pages: 67pages back to back printing, black and white Material bookpaper: 80 gsm white paper Size: folded 12inches x 22inches Book cover: foldcote Binding: wire/saddle stitched	copy	497	201.00	99,897.00
5	<b>MENTAL HEALTH PROGRAM MANUALS FOR TEACHERS</b> MENTAL HEALTH MANUAL No. of pages: 20pages back to back printing, black and white, colored cover Material bookpaper: 80 gsm white paper Size: A4 Book cover: foldcote Binding: perfect binding	copy	714	280.00	199,920.00
6	<b>PRINTING OF MADRASAH MODULES AND SUPPLEMENTARY LEARNING MATERIALS</b> ARABIC LANGUAGE Level 1 - 32 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	600	16.00	9,600.00
7	Level 2 - 23 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	400	11.00	4,400.00

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

**VENUS T. JENY** *dec. 29, 2021*  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :**

**PR Amount :** 2,263,917.00



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Address	: 6 Bayo Condotel & Suites, Sct. Bayoran St., cor Sct. Tuazon, Brgy. South Triangle, Q. C.	Resolution No.	: 21-PB-374
Business Type	: Sole Proprietorship Registration #05360637	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

Sir/Madam:

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Place of Delivery : Schools Division Office

Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
8	Level 3 - 8 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	4.00	1,200.00
9	Level 4 - 22 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	11.00	3,300.00
10	Level 5 - 21 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	200	10.00	2,000.00
11	Level 6 - 24 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	200	12.00	2,400.00
12	<b>ISLAMIC VALUES</b> Level 1 - 26 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	600	13.00	7,800.00

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

**Venus T. Perry** **Dec 29, 2021**  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR :

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Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
13	Level 2 - 26 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	400	13.00	5,200.00
14	Level 3 - 15 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	7.50	2,250.00
15	Level 4 - 19 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	9.00	2,700.00
16	Level 5 - 15 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	200	7.50	1,500.00
17	Level 6 - 27 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	200	13.00	2,600.00
18	<b>ARABIC LANGUAGE (2ND QUARTER)</b> Level 1 - 29 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm)				

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

*Venus T. Torrey*  
Signature Over Printed Name of Supplier / Date

Funds Available:

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

OBR :

PR Amount : 2,263,917.00



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
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PO Number **2111097**

**Purchase Order** Date: DEC 23 2021

Procuring Unit	: SCHOOLS DIVISION OFFICE	Project Number	: SDO-21-PS-547
Company Name	: MS V ENTERPRISES	Mode of Procurement	: Public Bidding
Address	: 6 Bayo Condotel & Suites, Sct. Bayoran St., cor Sct. Tuazon, Brgy. South Triangle, Q. C.	Resolution No.	: 21-PB-374
Business Type	: Sole Proprietorship Registration #05360637	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

Sir/Madam:

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Place of Delivery : Schools Division Office

Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	600	14.00	8,400.00
19	Level 2 - 14 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	400	7.00	2,800.00
20	Level 3 - 20 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	10.00	3,000.00
21	Level 4 - 10 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	5.00	1,500.00
22	Level 5 - 14 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	200	7.00	1,400.00
23	Level 6 - 20 pages Size: A4 (8 1/4 X 11 3/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	200	10.00	2,000.00

**MA. JOSEFINA G. BELMONTE**

City Mayor

*VENIS I. Henry dec 29, 2021*  
Signature Over Printed Name of Supplier / Date

Funds Available:

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

OBR :

PR Amount : 2,263,917.00



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Place of Delivery : Schools Division Office

Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
24	<b>ISLAMIC VALUES (2ND QUARTER)</b> Level 1 - 26 pages Size: A4 (8 1/4 X 11 1/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	600	13.00	7,800.00
25	Level 2 - 28 pages Size: A4 (8 1/4 X 11 1/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	400	14.00	5,600.00
26	Level 3 - 26 pages Size: A4 (8 1/4 X 11 1/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	13.00	3,900.00
27	Level 4 - 23 pages Size: A4 (8 1/4 X 11 1/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	300	11.00	3,300.00
28	Level 5 - 13 pages Size: A4 (8 1/4 X 11 1/4 inches, 210 x 297mm) Print: black and white, back to back printing Paper: bookpaper, 70gsm, substance 20 Booklet style, stapled with cover, offset printing	copy	200	6.00	1,200.00

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

**VENDOR**   
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR :

PR Amount : 2,263,917.00

## 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. 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 23 2021 and to expire on -

CONFORME:

VENNIS T. JERRY  
SIGNATURE OVER PRINTED NAME

Gen. Manager  
IN THE CAPACITY OF

Dec. 29, 2021  
DATE

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

MS. V. ENTERPRISES  
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)**

## 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 - DEC 29 2022

CONFORME:

VENUS J. PERALTA  
SIGNATURE OVER PRINTED NAME

Gen. Manager

IN THE CAPACITY OF

dec. 29, 2021  
DATE

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

MS-V ENTERPRISES  
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)**

## TERMS AND CONDITIONS

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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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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 -

CONFORME:

Venus J. Paray  
SIGNATURE OVER PRINTED NAME

Gen. Manager  
IN THE CAPACITY OF

dec. 29, 2021  
DATE

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

INS. VENTURES  
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 \_\_\_\_\_

**\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)**

## 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.
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.
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CONFORME:

VERMIS T. TERRY  
SIGNATURE OVER PRINTED NAME

Gen. Manager  
IN THE CAPACITY OF

dec. 29, 2021  
DATE

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

MS. V ENTERPRISES  
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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CONFORME:

VENUS T. JERRY  
SIGNATURE OVER PRINTED NAME

Gen. Manager  
IN THE CAPACITY OF

dec-29, 2021  
DATE

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

MS. V ENTERPRISES  
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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CONFORME:

Venus T. Terry  
SIGNATURE OVER PRINTED NAME

Gen. Manager  
IN THE CAPACITY OF

Dec. 29, 2021  
DATE

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

MS. V ENTERPRISES  
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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CONFORME:

Venus T. JERRY  
SIGNATURE OVER PRINTED NAME

Gen. Manager  
IN THE CAPACITY OF

dec. 29, 2021  
DATE

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

MS. V ENTERPRISES  
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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