



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



PO Number **2112001**

Purchase Order Date: **DEC 27 2021**

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

**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 :** Twenty (20) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	2 pieces - Face Mask- Cotton Handmade, 2 ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length ***** Nothing Follows *****				

**Total Amount :** 704,640.20

**Total Amount In Words (Pesos):** Seven Hundred Four Thousand Six Hundred Forty Pesos & 20/100 Only

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

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

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

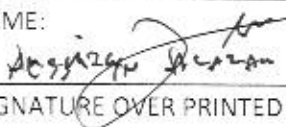


**OBR :** 100-2021-12-14446  
**PR Amount :** 705,730.20

## 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. 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.
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 27 2021 and to expire on - JAN 16 2022.

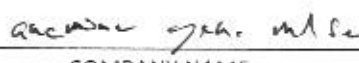
CONFORME:

  
SIGNATURE OVER PRINTED NAME

Procurement Officer  
IN THE CAPACITY OF

12/27/21  
DATE

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

  
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 **2112001**

Purchase Order Date: **DEC 27 2021**

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

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 : Twenty (20) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Orientation on Child Labor for Barangay Official and Stakeholder - Seminar Kit x 50 pax - 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1 piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack - 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	kit	50	520.45	26,022.50
2	Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable,	kit	50	520.45	26,022.50

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

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR :

PR Amount : 705,730.20

### 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 27 2021 and to expire on - JAN 15 2022.

CONFORME:

Jesivera Delacruz  
SIGNATURE OVER PRINTED NAME

PPPPPPPPPP  
IN THE CAPACITY OF

12/27/21  
DATE

Duly authorized to sign this Purchase Order for and on behalf of anamac gas m/s/c  
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. \_\_\_\_\_

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



PO Number **2112001**

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

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

**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 :** Twenty (20) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
3	comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length Kasambahay General Assembly (GAD Orientation) Seminar Kit x 100 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	kit	100	520.45	52,045.00
4	Case Conference for Quezon City Migration and Development Council (QCMDC) (Webinar) Seminar Kit x 26 pax	kit	26	520.45	13,531.70

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

*Josefin G. Belmonte* 12/29/21  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**OBR :**

**PR Amount :** 705,730.20

### 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.
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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 27 2021 and to expire on - JAN 15 2022.

CONFORME:

JESSE M. ALARIN  
SIGNATURE OVER PRINTED NAME

PAYMISTRESS  
IN THE CAPACITY OF

12/27/21  
DATE

Duly authorized to sign this Purchase Order for and on behalf of Quezon City Gen. Mkt. Sec.  
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 \_\_\_

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**PROCUREMENT DEPARTMENT**  
Quezon City Government



PO Number **2112001**

Purchase Order Date: **DEC 27**

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

**Sir/Madam:**

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**Place of Delivery :** CGSD Central Warehouse

**Delivery Schedule :** Twenty (20) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
5	1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length Quezon City Migration Development Council (QCMDC) Year End Assessment and Planning Seminar Kit x 30 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip	kit	30	520.45	15,613.50

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

Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :**

**PR Amount :** 705,730.20

### 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.
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15. This contract shall also serve as **Notice to Proceed**, to take effect on DEC 27 2021 and to expire on - JAN 18 2022.

CONFORME:

JESICA L. LAZAR  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

12/27/21  
DATE

Duly authorized to sign this Purchase Order for and on behalf of GACMAA GEN. MOSE  
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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Quezon City Government



PO Number **2112001**

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Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

**Sir/Madam:**

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

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**Delivery Schedule** : Twenty (20) Calendar Days

**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
6	3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length Migration Resource Center Program and Services a. Organizing OFW and their families Seminar Kit x 150 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack	kit	150	520.45	78,067.50

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

Signature Over Printed Name of Supplier / Date  
**JOSEFINA G. BELMONTE** 12/27/21

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :**

**PR Amount :** 705,730.20

## 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 27 2021 and to expire on - JAN 16 2022.

CONFORME:

JESSICA SARAZAN  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

12/27/21  
DATE

Duly authorized to sign this Purchase Order for and on behalf of QUEZON CITY GOVERNMENT  
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 **2112001**

Purchase Order Date: **DEC 27 2021**

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

**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** : Twenty (20) Calendar Days

**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
7	2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length Orientation for OFW Chapters & Brgys. On BalikBayan Portal and Migrants Resource Center Seminar Kit x 150 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length.	kit	150	520.45	78,067.50

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

Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :**

**PR Amount :** 705,730.20

## 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.
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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 27 2021 and to expire on - JAN 16 2022

CONFORME:

JESTINE DEAN  
SIGNATURE OVER PRINTED NAME

PRIVILEGE  
IN THE CAPACITY OF

12/27/21  
DATE

Duly authorized to sign this Purchase Order for and on behalf of ALC MAC GEN UNDO  
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 **2112001**

Purchase Order Date: **DEC 27 2021**

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

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 : Twenty (20) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
8	Overseas Filipino Chapters (OFCs) Financial Literacy (FinLit) & Entrepreneurship Training Seminar  Seminar Kit x 200 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length	kit	200	520.45	104,090.00
9	Values Formation & Management Seminar for Overseas Filipino Chapter (OF5s)  Seminar Kit x 200 1 piece - Plastic Envelope- with Push Lock	kit	200	520.45	104,090.00

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

*Signature* 12/27/21  
Signature Over Printed Name of Supplier / Date

Funds Available:

*Signature*  
**RUBY G. MANANGU**  
City Accountant

OBR :

PR Amount : 705,730.20

## 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.
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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 27 2021 and to expire on - JAN 16 2022

CONFORME:



SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

12/27/21

DATE

Duly authorized to sign this Purchase Order for and on behalf of Acme General Store  
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 **2112001**

Purchase Order Date: **DEC 27 2021**

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

**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** : Twenty (20) Calendar Days

**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
10	mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length Bayanihan Savings for Overseas Filipino Chapters (OFCs)  Seminar Kit x 200 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip,	kit	200	520.45	104,090.00

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

*Jessica Belmon* 12/27/21  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**OBR :**

**PR Amount :** 705,730.20

## TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
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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 27 2021 and to expire on - JAN 16 2022

CONFORME:



SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

12/27/21

DATE

Duly authorized to sign this Purchase Order for and on behalf of anwar gen. and co  
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. \_\_\_\_\_

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Series of \_\_\_\_\_

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



PO Number **2112001**

Purchase Order Date: **DEC 27 2021**

Procuring Unit	: PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number	: PESO-21-OS-811
Company Name	: ANEMONE GENERAL MERCHANDISE	Mode of Procurement	: Shopping 52.1b
Address	: 32 Batay St., Cubao, Quezon City	Resolution No.	: 21-A-633
Business Type	: Sole Proprietorship Registration #05879727	TIN Number	: 274-800-669-000
		Contact Number	: 09173166618

**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** : Twenty (20) Calendar Days

**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
11	Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack 2 pieces - Face Mask- Cotton Handmade, 2-ply, Filter pocket, Earloop, Breathable, comfortable, lightweight, Mask length: 17.5cm, Ear to ear length: 32cm, Expanded width: 15cm 1 set - Earphones - Housing and cable made of TPE, Clear sound quality, Pause/play music, Answer/hang up calls, For IOS or Android, Net Weight: 10g, Measures 1m in length Safe Regular Orderly Migration Seminar Seminar Kit x 200 pax 1 piece - Plastic Envelope- with Push Lock mechanism for easy handling, Size: Legal, Color: Transparent 1piece - Spiral Notebook- Size: 148 x 200 mm, Color: Assorted colors, Attr: Spiral with plastic cover, Packaging Size: 80 Leaves 1 piece - Permanent Marker - Black, Waterproof, Instant drying, Bullet tip 3 pieces - Ballpen, Water gel ink, Ballpoint tip, Color: Black, Blue, Red 1 bottle - Ethyl Alcohol- 70% solution, Distilled ethyl alcohol, 50ml/1.69fl.oz., Spray Bottle 1 pack - Colored Paper- Versatile colored paper for your printing needs and DIY projects, Size: Letter, Color: Assorted Colors, Packaging Size: 10 sheets per pack	kit	200	515.00	103,000.00

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

Signature Over Printed Name of Supplier / Date  
**12/27/21**

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :**

**PR Amount :** 705,730.20

## 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 27 2021 and to expire on - JAN 15 2022

CONFORME:

JESSICA GARCIA  
SIGNATURE OVER PRINTED NAME

PROPOSER

IN THE CAPACITY OF

12/27/21

DATE

Duly authorized to sign this Purchase Order for and on behalf of QUEZON GEN. MRC.  
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)