



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



PO Number  
**2112015**  
Purchase Order Date: **DEC 31 2021**

Procuring Unit	: QUEZON CITY HEALTH DEPARTMENT	Project Number	:HEALTH-21-OS-501B
Company Name	: KLEENEST ADVANCE SYSTEM INC.	Mode of Procurement	:Public Bidding
Address	: Unit 8087 Coherco Financial Tower Trade Street, Muntinlupa City	Resolution No.	:21-PB-373
Business Type	: Corporation Registration #CS200814398	TIN Number	:007-122-334
		Contact Number	:871-8507

**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
44	Correction Tape	pc	50	10.00	500.00
45	disposable, usable length of 6 meters (min), 5mm width PLASTIC ENVELOPE	pc	200	25.00	5,000.00
46	Legal Plastic Envelope Expanding PLASTIC COVER	roll	2	150.00	300.00
47	Plastic cover, thick, gauge #10, ideal as cover divider (50 yards / roll)	pc	2,000	20.00	40,000.00
48	Laid paper for printing of certificate, color; off-white, 8.5 x 11 inches MARKER	pc	102	30.00	3,060.00
49	Twin Marker, permanent with fine and broad point, color black, for labelling of slides	pc	10,700	6.00	64,200.00
50	Ball pen 0.5mm thick ball pen point, black	pc	20	300.00	6,000.00
51	Flash Drive 32GB, USB 2.0, plug and play Digital Clock	pc	8	200.00	1,600.00
	Time (Hour, Minute, Second) Calendar (Date, Month, Year) Temperature / Humidity Display; Clock Size: 360 x 130 x 35mm (L X H X W); Time Digits Size: 47 x 24mm; Calendar/Temp./ Humidity Digits Size:12x6 mm; Power Input: AC100V-240V 50/60Hz; Power Consumption: 1.5 watts; Color: Red				
	***** Nothing Follows *****				
Total Amount :					1,822,314.00

Total Amount in Words (Pesos): One Million Eight Hundred Twenty-Two Thousand Three Hundred Fourteen Pesos 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 - 14597  
PR Amount : 1,823,741.82



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Business Type	: Corporation Registration #CS200814398	TIN Number	: 007-122-334
		Contact Number	: 871-8507

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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	PAPER MULTICOPY 80gsm, size: 210mm x 297mm, A4, 500 sheets/ream	ream	1,647	140.00	230,580.00
2	PAPER MULTICOPY 80gsm, size: 216mm x 330mm, Legal, 500 sheets/ream	ream	4,131	140.00	578,340.00
3	paper multi-purpose A4 70 gsm, 5 reams	ream	124	120.00	14,880.00
4	paper multi-purpose Legal 70 gsm, 5 reams	ream	1,268	110.00	139,480.00
5	RECORD BOOK 500pp, 214x278mm	pc	1,583	60.00	94,980.00
6	SIGN PEN black, liquid/gel ink, 0.5mm needle tip	pc	280	10.00	2,800.00
7	SIGN PEN blue, liquid/gel ink, 0.5mm needle tip	pc	120	12.00	1,440.00
8	STAPLE WIRE No. 35 x 1000's, standard size	box	1,222	30.00	36,660.00
9	LAID PAPER Size: 8.5 x 11, color blue	pc	2,000	80.00	160,000.00
10	LAID PAPER Size: 8.5 x 11,color yellow	pc	3,000	80.00	240,000.00
11	MASKING TAPE 1 inch x 48mm	roll	100	25.00	2,500.00
12	Manila Paper 10 sheets per pack	pack	50	40.00	2,000.00
13	CARTOLINA Assorted colors, 20 pieces per pack	pack	50	20.00	1,000.00
14	INDEX CARD 5x8 inches, 500 pcs per pack	pack	11	20.00	220.00

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

*Kevin Calaguas*  
Signature Over Printed Name of Supplier / Date **12/31/21**

**Funds Available:**

*Manang*  
**RUBY G. MANANGU**  
City Accountant

**OBR :**  
**PR Amount :** 1,823,741.82





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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
15	ENVELOPE documentary, for legal size document, 500pcs/box	box	89	20.00	1,780.00
16	TAPE transparent width 2 inches x 48mm	roll	60	30.00	1,800.00
17	Envelope letter envelope, color white, long dimension:0.1 x 11 x 24cm, 500/pack	Pack	10	26.00	260.00
18	STAPLE REMOVER plier type	pc	92	42.00	3,864.00
19	CORRECTION PEN 10ml extra fine	pc	80	20.00	1,600.00
20	MARKING PEN bullet type, permanent, black	each	623	35.00	21,805.00
21	MARKER whiteboard, black, bullet type	pc	217	35.00	7,595.00
22	MARKER whiteboard, blue, bullet type	pc	45	30.00	1,350.00
23	MARKER fluorescent, 3pcs/set,	set	70	30.00	2,100.00
24	CLIP PAPER 48mm, 100pcs/box	box	406	85.00	34,510.00
25	CLIP BOARD plastic, size long	pc	50	50.00	2,500.00
26	Clipboard Long Size, With Cover, Black	pc	300	30.00	9,000.00
27	PAD PAPER-RULED yellow paper, 100 leaves/pad	pad	80	120.00	9,600.00
28	TAPE DOUBLE SIDED white, 18mmx10m	roll	50	7.40	370.00
29	FOLDER long, 50 pcs per box	box	58	100.00	5,800.00

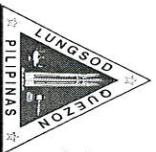
**MA. JOSEFINA G. BELMONTTE**  
City Mayor

*Kevin Calaguan*  
Signature Over Printed Name of Supplier / Date 12/31/21

Funds Available:

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

OBR :  
PR Amount : 1,823,741.82



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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
30	FOLDER expanded, size long, color: brown	pc	300	25.00	7,500.00
31	STAMP PAD INK violet, 50ml w/ brush	bot	70	50.00	3,500.00
32	STAMP PAD felt pad, min 60mm x 100mm	pc	30	50.00	1,500.00
33	FASTENER metal, 70mm between prongs, 50 sets/box	box	326	50.00	16,300.00
34	Rubber band All-purpose, 450 grams/box	box	70	100.00	7,000.00
35	STAPLER standard type, heavy-duty, half strip, sheet capacity: 30, 24/6 mm, 26/6 mm	pc	175	100.00	17,500.00
36	GLUE 225ml	bot	80	50.00	4,000.00
37	Cutter blade size: 18 mm, with lock, stainless steel blade cutter	pc	16	40.00	640.00
38	Correction Tape disposable, usable length of 6 meters (min), 5mm width	pc	500	15.00	7,500.00
39	Puncher Heavy-duty, 2 hole punch, 700 mm size	pc	70	120.00	8,400.00
40	Typewriter ribbon manual typewriter, color black	spool	100	100.00	10,000.00
41	Carbon paper legal size, color black, 50 pieces per box	box	15	100.00	1,500.00
42	Sharpener Pencil sharpener, metal, double thickness, steel body, detachable unit, desk clamp, translucent pencil shaving bin, auto-feed feature	pc	50	110.00	5,500.00
43	Calculator 12 digits	unit	20	100.00	2,000.00

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

*Karin Calaguing*  
Signature Over Printed Name of Supplier / Date **12/31/21**

**Funds Available:**

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

**OBR :**  
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### 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 31 2021 and to expire on -

CONFORME:

Benin Calagas

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

DATE

Duly authorized to sign this Purchase Order for and on behalf of Kleener Advance Systems Inc.

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)**