



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



PO Number  
**2201048**  
Purchase Order Date: **FEB 08 2022**

Procuring Unit	: BARANGAY AND COMMUNITY RELATIONS DEPARTMENT	Project Number	: BCRD-22-PCP-023
Company Name	: Casco General Merchandise Joint Venture with Versaflex Pharma	Mode of Procurement	: Public Bidding
Address	: 17-B St. Claire St. Villa Lourdes Subdivision Culiat Quezon City / 48 Gen Luna Street, New Intramuros Village, Old Balara Quezon City	Resolution No.	: 22-PB-049
Business Type	: Sole Proprietorship Registration #05336711 / #2432155	TIN Number	: 718-030-695-000 / 179-709-468-000
		Contact Number	: 09178233024

**Sir/Madam:**  
Please furnish this office the following articles subject to the terms and conditions contained here:

<b>Place of Delivery</b> :	Barangay and Community Relations Department	<b>Delivery Schedule</b> :	Fifteen (15) Calendar Days
<b>Payment Term</b> :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	PERSONAL PROTECTION HYGIENE KIT 1)PVC Pouch with full colored print Customized design Size: 18cm x 14cm Zippered enclosed Transparent, 1 piece 2)Nasal Spray – 20ml Salt solution with 1.2mg Carragelese Steroid Free & Drug Free, 1 bottle 3)Sore Throat Spray – 50ml 0.45% antiseptic solution Mentholated, 1 bottle 4)Antiseptic Gargle 1% 60ml Oral Antiseptic Hexetidine, 1 bottle 5)Antibacterial Nasal Wipes – 20pulls, 1 pack 6)Disinfectant antibacterial Hand & Body Wipes 10 pulls, 1 pack Alcohol Free & Sanitize 7)Ascorbic Acid with Zinc – 30pcs, 1 blister pack 8)Natural Sanitizer – Citrus Scent, 50ml Spray 60% Alcohol, Triclosan Free, 99.9% Natural, 1 bottle  ***** Nothing Follows *****	Kit	3,509	1,894.60	6,648,151.40

**Total Amount :** 6,648,151.40

**Total Amount In Words (Pesos):** Six Million Six Hundred Forty Eight Thousand One Hundred Fifty One Pesos And 40/100 Only

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

**MARY ANTHONY L. CASTELLONCT** 2/11/2022  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant



**OBR :** 100-2022-08-00782  
**PR Amount :** 6,649,555.00



TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. AWARDDEE shall be responsible for the source(s) of its supplies/materials/equipment and shall make deliveries in accordance with the schedule, quality and specification of the award and purchase order. Failure by the AWARDDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
3. AWARDDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDDEE. Refusal by the DEFAULTING AWARDDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the 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 FEB 25 2022 and to expire on -

CONFORME:

MMMC ~~ANTHONY L. CASTELLANO~~

SIGNATURE OVER PRINTED NAME

ANTHONY L. CASTELLANO

IN THE CAPACITY OF

CASO GENERAL MANAGER YVA WITY

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. \_\_\_

ATTY MARK JOSEPH E. MARCELO

Notary Public

Room 405, Security Bank Building,

Marikina City, Quezon City

Attn: Manager (NP-103)

(Commission expires on December 31, 2022)

Attorney's Roll No. 49314

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

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Book No. 002  
Series of 2022

Notary Seal (Notary Public No. 49314)  
P.R. No. 06597, 9/11/2018, 10/21/2021, Quezon City  
Notary Seal (Notary Public No. 49314)