



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



PO Number **2205102**

**Purchase Order** Date: **MAY 31 2022**

Procuring Unit	: PROCUREMENT DEPARTMENT	Project Number	: PD-22-PS2-622
Company Name	: MCARMS TRADING	Mode of Procurement	: Public Bidding
Address	: #21 11th Floor Unit 10-C Capitol Plaza Bldg. Matalino St., Cor. Matatag Ext., Central, Quezon City	Resolution No.	: 22-PB-187
Business Type	: Sole Proprietorship Registration #3001084	TIN Number	: 432-929-074-000
		Contact Number	: 0917-3531844

**Sir/Madam:**

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

**Place of Delivery** : Procurement Department

**Delivery Schedule** : Upon Request by the End User  
Until December 31, 2022

**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Digital Blueprinting of Plans, 20 inches x 30 inches	piece	15,000	58.40	876,000.00
2	Digital Blueprinting of Plans, 24 inches x 36 inches	piece	10,000	84.50	845,000.00
Terms of Payment The city shall pay the supplier every Three (3) Months upon complete delivery and acceptance of the goods.  ***** Nothing Follows *****					

**Total Amount :** 1,721,000.00

**Total Amount In Words (Pesos):** One Million Seven Hundred Twenty-One Thousand Pesos Only

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



*Ma. Carmille I. Cunanan*  
**Ma. Carmille I. Cunanan** 6/10/22  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**Approved Budget for the Contract :** 1,722,500.00

**OBR :** 300-2100-06-141  
(20401070-01-01)



## NOTICE OF AWARD

PROJECT NO. : PD-22-PS2-622  
END USER : PROCUREMENT DEPARTMENT  
PROJECT TITLE : DIGITAL BLUEPRINTING OF PLANS

Notice is hereby given to Ma. Carmille I. Cunanan dba MCARMS TRADING  
with business address located at #21 11th Floor Unit 10-C Capitol Plaza Bldg. Matalino St., Cor. Matatag Ext., Central, Quezon City, that its bid offer for the  
above mentioned project in the amount of One Million Seven Hundred Twenty-One Thousand Pesos Only  
1,721,000.00 has been accepted for having successfully satisfied all the requirements and conditions prescribed  
by the Quezon City Government through the Quezon City Bids and Awards Committee - Goods (QC - BAC - Goods and Service  
Prior to formally entering into contract and to guarantee faithful completion of the project, the Performance Security payable to  
the Quezon City Government must be posted within a non-extendable period of ten (10) calendar days from receipt of this  
Notice, in any of the following forms with the corresponding required amount:

Form of Performance Security		Amount of Performance Security (Equal to Percentage of the Total Contract Price)
a	Cash or cashier's/manager's check issued by a Universal or Commercial Bank.	Five Percent (5%)
b	Bank draft/guarantee or irrevocable letter of credit issued by a Universal or Commercial Bank; Provided, however, that it shall be confirmed or authenticated by a Universal or Commercial Bank, if issued by a foreign bank.	
c	Surety bond callable upon demand issued by a surety or insurance company duly certified by the Insurance Commission as authorized to issue such security.	Thirty Percent (30%)
d	Any combination of the foregoing.	Proportionate to share of form with respect to total amount of security

The Quezon City Government shall likewise enter into Contract within the same non-extendable ten (10) day Period PROVIDED that the Performance Security and/ or other documentary requirements are complied with. Failure of your office to post the Performance Security and sign the contract within the same ten (10) day period shall result in the following:

1. Forfeiture of the bid security.
2. Disqualification from participating in the bidding at hand.
3. Upon conviction, the relevant officers or individuals will suffer the penalty of imprisonment of not less than six years and 1 day and not more than fifteen years; and
4. Upon determination of administrative liability, through blacklisting proceedings.. it will suffer corresponding penalty of suspension.

Signed this \_\_\_\_\_ of MAY 31 2022, Quezon City, Metro Manila

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

### ACKNOWLEDGEMENT RECEIPT AND CONFORME

Ma. Carmille I. Cunanan 6/7/22  
Signature Over Printed Name Date  
**MCARMS TRADING**

Authorized Representative  
Official Designation

**0917-3531844**

Telephone Number

**432-929-074-000**

TIN Number



Republic of the Philippines  
Quezon City  
**OFFICE OF THE CITY MAYOR**

3/F Bulwagang Amoranto,  
High Rise Building,  
Quezon City Hall Compound,  
Diliman, Quezon City  
Trunkline 988-4242

**NOTICE TO PROCEED**

This CONTRACT, therefore, having been approved, copy of which is hereto attached, NOTICE TO PROCEED is hereby given to:

**Ma. Carmille I. Cunanan**  
Sole Proprietor  
MCARMS TRADING  
Contractor

With Office Address at  
#21 11th Floor Unit 10-C Capitol Plaza Bldg. Matalino St., Cor. Matatag Ext., Central, Quezon City

For the Project  
**DIGITAL BLUEPRINTING OF PLANS**

**FOR THE PERIOD**  
**TO**

JUN 10 2022

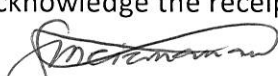
DEC 31 2022

The Project will commence on JUN 10 2022

**ISSUED BY:**

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

We hereby acknowledge the receipt of the above mentioned Notice

  
Ma. Carmille I. Cunanan - Proprietress  
(Signature Over Printed Name and Designation)  
MCARMS TRADING



REPUBLIC OF THE PHILIPPINES  
QUEZON CITY  
BIDS AND AWARDS COMMITTEE – GOODS AND SERVICES



RESOLUTION NO. 22-PB-187  
Series of 2022

RECOMMENDING THE AWARD OF THE PROJECT PROCURED THROUGH  
PUBLIC BIDDING

WHEREAS, on **May 24, 2022**, the BAC conducted public bidding for the procurement of various goods and services enumerated in the Invitation to Bid (IB) posted on **May 4, 2022**, pursuant to the provisions of R.A. 9184 and its Revised Implementing Rules and Regulations (RIRR);

WHEREAS, the BAC has observed all the requirements and procedures prescribed by R.A. 9184 and its RIRR in the Opening of Bids including the bid evaluation and post-qualification of the **Single Calculated and Responsive Bid**;

WHEREAS, the following bidder participated in and submitted its bid on the projects for evaluation and passed the post-qualification process and may now be considered and declared as the **Single Calculated and Responsive Bid**, to wit;

Item No.	End-User	Project Number	Project Name	ABC	BIDDER	Bid Amount
1	Procurement Department	PD-22-PS2-622	DIGITAL BLUEPRINTING OF PLANS	P1,722,500.00	MCARMS TRADING	P1,721,000.00

NOW, THEREFORE, for and in consideration of the foregoing premises, the BAC recommends, as it does hereby recommend for the approval of the Hon. City Mayor, the award of contract for the supply and delivery of the afore-stated goods and services.

Signed by members of the Bids and Awards Committee this MAY 27 2022  
at Quezon City.

BAC MEMBERS	SIGNATURE
MS. MA. MARGARITA T. SANTOS	
MS. ROWENA T. MACATAO	
ATTY. SHERRY R. GONZALVO	
MS. FE P. MACALE	
DR. ESPERANZA ANITA E. ARIAS	
BAC – ALTERNATE MEMBERS	
MR. ROGELIO L. REYES	
MR. RICHARD S. SANTUILE	

Approved:

MA. JOSEFINA G. BELMONTE  
City Mayor

## 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 JUN 10 2022 and to expire on - DEC 31 2022.

CONFORME:

Ma. Carmelle I. Curaran  
SIGNATURE OVER PRINTED NAME

Proprietress  
IN THE CAPACITY OF

6/10/22  
DATE

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