



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



PO Number **2205043**

Purchase Order Date: **MAY 27 2022**

Procuring Unit : DEPARTMENT OF ENGINEERING  
 Company Name : ALELEN ENTERPRISE  
 Address : 21C Matiyaga St. Barangay Central, Quezon City  
 Business Type : Sole Proprietorship Registration #1387714  
 Project Number : ENGINEERING-22-JS2-401  
 Mode of Procurement : Shopping 52.1b  
 Resolution No. : 22-A-095  
 TIN Number : 179-876-721-000  
 Contact Number : 940-8879

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
1	Waste Cotton - white, rag	kg	130	62.10	8,073.00
2	Trash Bag - transparent, high density polyethylene thick material not easy to be pierced, plastic material environmentally friendly, 10 pcs/pack Size: 18.5 inches (L) x 18.5 inches (W) x 40 inches (H)	pack	800	93.00	74,400.00
3	Hand Gloves - Disposable Gloves, 100 pcs in a pack, clear plastic, good quality, size: standard	pack	20	73.81	1,476.20
4	Liquid Detergent - 500ml	bottle	150	113.74	17,061.00
5	Tornado Spin Mop - Durable stainless steel wringer bucket. 1 in 1 bucket. Wash and wring. Stainless steel mop pole with adjustable height, durable and ergonomical polypropylene plastic mop handle. 360 degree spin mop head. 180 degree flexible mop pole. Deep cleaning microfiber mop with superabsorbent technology to absorb tough dirt and grime. Bucket size: W25.5 x L45cm x H22 cm, Mop Height: 125 cm, Mop Head Size: 38 cm, heavy duty	pcs	3	810.70	2,432.10
6	Toilet Tissue Paper - 2-ply, 12 rolls/ pack	packs	2,000	124.00	248,000.00
7	Liquid Hand Soap - 450 ml, with pump, removes 99.9% of germs	bottles	50	186.00	9,300.00
8	Gloves - heavy duty (long leather), color red, large	pairs	138	292.80	40,406.40
9	Gloves - rubber, color white with orange, large	pairs	128	26.25	3,360.00
10	Push Broom - Plastic, heavy duty	pcs.	38	300.00	11,400.00
	***** Nothing Follows *****				

**Total Amount : 415,908.70**

Total Amount In Words (Pesos): Four Hundred Fifteen Thousand Nine Hundred Eight Pesos & 70/100 Only

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

*Ruby G. Manangu*  
 Signature Over Printed Name of Supplier / Date

6/8/2022

Funds Available:

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



OBR : 100-2022-05-05910

Approved Budget for the Contract : 475,922.98

**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 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 may be 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;

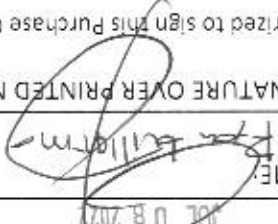
13. The Quezon City Government reserves the right to accept or reject delivered articles if found not in conformity to the specifications, terms and conditions stipulated.

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 08 2022 and to expire on -

CONFORME.

SIGNATURE OVER PRINTED NAME



IN THE CAPACITY OF

Authorized Representative

DATE

6/8/2022

COMPANY NAME

Akion Enterprise

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

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ day of \_\_\_\_\_, 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)