



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2205086**

Purchase Order Date: JUN 20 2022

Procuring Unit : MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	Project Number : MDAD-22-PS2-113
Company Name : MULTI-FORMS CORPORATION	Mode of Procurement : Direct Contracting A
Address : 13-17 G. H. Del Pilar St., San Francisco Del Monte, Quezon City	Resolution No. : 22-A-121
Business Type : Corporation Registration #67778	TIN Number : 000-387-222-000
	Contact Number : 376-2247 to 50

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
5	color shifting ink, thermochromic ink, microprint, copy pantograph CLEARANCE 12.9375 inches (D) x 8.4375 inches (W) carbonless paper, duplicate copy 1st ply-CB white 55gsm with translucent watermark, one side full color print 2nd ply-CF pink 55gsm, one side full color print, with logo, pre-numbered, padded form, 25 set/pad ***** Nothing Follows *****	Pad	40	1,160.16	46,406.40

Total Amount : 750,418.38

Total Amount In Words (Pesos): Seven Hundred Fifty Thousand Four Hundred Eighteen Pesos & 38/100 Only

MA. JOSEFINA G. BELMONTE
 City Mayor

Signature Over Printed Name of Supplier / Date
 JOSE MANUEL SUAREZ 6/20/22



Funds Available:

RUBY G. MANANGU
 City Accountant

OBR : 100-2222-06270

Approved Budget for the Contract : 751,000.00

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. 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 21 2022 and to expire on - JUL 21 2022.

CONFORME:

JUL 21 2022
[Signature]
SIGNATURE OVER PRINTED NAME

[Signature]
IN THE CAPACITY OF

2/21/2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of MUCI - PERM ALLOCATION
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 **2205086**

Purchase Order Date: JUN 29 2022

Procuring Unit : MARKET DEVELOPMENT AND ADMINISTRATION DEPARTMENT	Project Number : MDAD-22-PS2-113
Company Name : MULTI-FORMS CORPORATION	Mode of Procurement : Direct Contracting A
Address : 13-17 G. H. Del Pilar St., San Francisco Del Monte, Quezon City	Resolution No. : 22-A-121
Business Type : Corporation Registration #67778	TIN Number : 000-387-222-000
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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	ORDER OF PAYMENT 9 inches D x 8.5 inches W triplicate copy, carbonless paper, 1st ply-CB white 55gsm with translucent watermark, one side full color print, 2nd ply-CFB pink 50gsm, one side color print, 3rd ply-CF yellow 55gsm, one side color print, With logo, continuous form, pre-numbered, 500sets/box	Box	98	4,720.22	462,581.56
2	NOTICE OF VIOLATION 13.5 inches D x 8.5 inches W, carbonless paper, triplicate copy 1st ply-CB white 55gsm with translucent watermark, one side full color print, 2nd ply-CFB pink 50gsm, one side full color print 3rd ply-CF yellow 55gsm, one side full color print With logo, pre-numbered, padded form 25sets/box	Pad	41	1,728.19	70,855.79
3	HAWKERS PERMIT 12 inches D x 9.5 inches W, carbonless paper, triplicate copy 1st ply-CB white 55gsm with translucent watermark, front full color print, back one-color print, 2nd ply-CFB pink 50gsm, two sides one-color print, 3rd ply-CF yellow 55gsm, two sides one-color print, With logo, pre-numbered, continuous form, 500sets/box	Box	7	13,542.09	94,794.63
4	CERTIFICATE OF STALL AWARD Size: 8.5 inches (D) x 12.9375 inches (W) Material: CBS-1, Security paper with visible and invisible fluorescent fibers, one side full color print, cut sheet format Security features: Customized translucent watermark,	Piece	3,000	25.26	75,780.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Signature Over Printed Name of Supplier / Date
 6/29/2022

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR :

Approved Budget for the Contract : 751,000.00

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15. This contract shall also serve as **Notice to Proceed**, to take effect on JUN 21 2022 and to expire on - JUL 21 2022

CONFORME:

[Signature]
SIGNATURE OVER PRINTED NAME

SALE A MANABEK
IN THE CAPACITY OF

6/21/2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of MUNI - LOCAL CORPORATION
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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Page No. _____
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