



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2207060**

Purchase Order Date: **AUG 17 2022**

Procuring Unit : QUEZON CITY TOURISM DEPARTMENT ✓
Company Name : YENS OFFICE AND SCHOOL SUPPLIES TRADING ✓
Address : #23 Moses St., Metrogate Complex, Brgy. Pandayan, City of Meycauayan, Bulacan
Business Type : Sole Proprietorship Registration #1565450
Project Number : QCTD-22-OSD-933 ✓
Mode of Procurement : Shopping ✓ 52.1b
Resolution No. : 22-A-232 ✓
TIN Number : 482-778-072-000
Contact Number : 09176530731

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
14	Face Mask Disposable, 3 ply 50pcs/box	box	500	80.00 ✓	40,000.00 ✓
15	Latex Examination Gloves powder-free, ambidextrous, non-sterile, 100's per box	box	20	504.00 ✓	10,080.00 ✓
16	USB 32Gb capacity	piece	10	505.00 ✓	5,050.00 ✓
17	Floor wax liquid type natural, white color, 1 gallon	bottle	10	1,095.00 ✓	10,950.00 ✓
18	External Hard Drive 1TB	piece	2	2,200.50 ✓	4,401.00 ✓
19	Battery AA 2 pcs/pack	pack	20	53.00 ✓	1,060.00 ✓
20	Battery AAA 2 pcs/pack	pack	20	59.00 ✓	1,180.00 ✓
21	Calculator electronic, 12 digits, solar desktop calculator	piece	4	599.00 ✓	2,396.00 ✓
22	Car freshener scented	can	20	395.00 ✓	7,900.00 ✓
23	External Hard Drive 1TB	piece	10	2,200.00 ✓	22,000.00 ✓
***** Nothing Follows *****					

Total Amount : 150,000.00

Total Amount In Words (Pesos): One Hundred Fifty Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor

KATHLEEN M. OSORIO / **Aug 22, 2022**
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant



Approved Budget for the Contract : 207,552.10

OBR : **2022-08-9276**



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Colored Push Pin 3cm, 50 pcs/box	box	20	42.00	840.00
2	Fixative Spray Matte fixative for charcoal, pastel, pencil drawings, and sketches. Protects artworks, drawings, layouts signs, photographs, colorless, 333g or 11.75oz	piece	3	350.00	1,050.00
3	Photo Paper High premium glossy, A4, 25s/pack	pack	50	155.00	7,750.00
4	Sticker Paper A4, white 100/pack, glossy	pack	41	61.00	2,501.00
5	Document Tray metal mesh 3-tier document letter tray desk organizer file organizer office 11.75 inches W x 13.65 inches L x 10.5 inches H	piece	5	689.50	3,447.50
6	Special Paper 8.5 inches x 11 inches, 90 gsm, 10s/pack	pack	120	37.25	4,470.00
7	Tape Magic translucent, 24mm width, usable length of 50 meters min.	piece	20	179.35	3,587.00
8	Baronial Envelope #7 10/pack, white	pack	100	50.00	5,000.00
9	Binder Clip 1 inch 12/box	box	50	37.25	1,862.50
10	Binder Clip 2 inches 12/box	box	50	110.00	5,500.00
11	Clearbook 20 transparent pockets, A4 size	piece	15	75.00	1,125.00
12	Clearbook 20 transparent pockets, legal-size	piece	15	85.00	1,275.00
13	Index Card 5/8	pack	50	131.50	6,575.00

MA. JOSEFINA G. BELMONTE
City Mayor

KATHLEEN M. OSORIO

AUG 22, 2022

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : M- 2022 05- 9276

Approved Budget for the Contract : 207,552.10

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 AUG 22 2022 and to expire on - SEP 21 2022

CONFIRMED 
KATHLEEN M. OSORIO
SIGNATURE OVER PRINTED NAME

OWNER
IN THE CAPACITY OF

AUG 22, 2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of YENS OFFICE AND SCHOOL SUPPLIES TRADING
COMPANY NAME

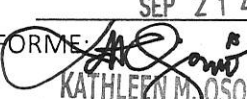
SUBSCRIBED AND SWORN to before me this ____ day of _____, _____ at _____, Philippines. Affiant personally known to me and were identified by me through competent evidence of identity as defined in the 2004 Rules on Notarial Practice (A.M. No. 02-8-13-SC). Affiants exhibited to me his/her _____ with his/her 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)

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CONFORME: SEP 21 2022

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SIGNATURE OVER PRINTED NAME

OWNER
IN THE CAPACITY OF

AUG 22, 2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of YENS OFFICE AND SCHOOL SUPPLIES 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. _____.

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