



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



PO Number **2208059**

Purchase Order Date: **SEP 27 2022**

Procuring Unit	: OCM (QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE)	Project Number	: OCM(QCDDRM)-22-OSD-1112
Company Name	: CONG GENERAL MERCHANDISE JOINT VENTURE WITH LVA TRADING AND CONSTRUCTION	Mode of Procurement	: Public Bidding
Address	: Unit 206 Margarita Bldg., 28 Matalino St., Central 4, Quezon City	Resolution No.	: 22-PB-284
Business Type	: Sole Proprietorship Registration #2932270/ #3644359	TIN Number	: 236-035-022-000/ 109-748-945-000
		Contact Number	: 09557725477

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
46	STAPLE REMOVER, plier type	Pc	24	18.91	453.84
47	SCISSORS, size: 6 inches	pc	24	47.00	1,128.00
	***** Nothing Follows *****				

Total Amount : 1,287,589.17

Total Amount In Words (Pesos): One Million Two Hundred Eighty-Seven Thousand Five Hundred Eighty-Nine Pesos & 17/100 Only

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

**MARCO H. QUINTOS**  
Signature Over Printed Name of Supplier / Date

10/7/22

Funds Available:

**RUBY G. MANANGU**  
City Accountant



OBR :

100-0000-09-10959

Approved Budget for the Contract: 1,292,589.17



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**PROCUREMENT DEPARTMENT**  
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	CLIP BULLDOG 3 inches	Pc	100	17.65	1,765.00
2	CLIP BACKFOLD, 25mm, 12s/box	Box	50	13.94	697.00
3	CLIP BACKFOLD, 50mm, 12s/box	Box	50	41.10	2,055.00
4	CORRECTION TAPE disposable, usable length of 6 meters (min), 5mm width	Pc	400	58.85	23,540.00
5	Cutter, heavy-duty, 18mm cutter snap-off knife multipurpose cutter	Pc	48	20.55	986.40
6	BLADE HEAVY DUTY CUTTER (L500), 10 pcs/pack	Pack	50	123.58	6,179.00
7	DATA FOLDER, w/finger ring (3 inches x 9 inches x 15 inches)	pc	80	193.70	15,496.00
8	FOLDER, A4 Size 100 pcs/bundle	Bundle	80	258.50	20,680.00
9	FOLDER TAGBOARD, legal-size, 100s/box	Box	80	302.85	24,228.00
10	ENVELOPE for A4 size documents, 500 pieces per box brown	Box	30	424.47	12,734.10
11	TAPE DISPENSER, tabletop, hold up to ¾ wide, 1 inch and 3 inches core	Pc	24	146.00	3,504.00
12	ENVELOPE for LEGAL size documents, 500 pieces per box, Color: Brown	Box	30	538.80	16,164.00
13	EXPANDING ENVELOPE 0.05mm thickness min, legal-size, color: brown	Pc	300	28.71	8,613.00
14	EXTERNAL DRIVE 2TB 2.5" HDD, USB 3.0 (backward compatible with USB 2.0), 5400 RPM	Pc	30	6,487.00	194,610.00
15	FLASH DRIVE, 3Gb USB 2.0. plug and play	Pc	60	648.70	38,922.00
16	DATA FILE BOX made with chipboard, with closed ends, color: Red	Pc	300	72.57	21,771.00
17	VELLUM BOARD thickness: 220gsm; color: WHITE; size: SHORT; 100s per ream	Ream	41	377.00	15,457.00
18	GLUE, all-purpose, 200grams min.	Bottle	50	52.96	2,648.00
19	PERMANENT MARKER, bullet-type black	Pc	500	57.67	28,835.00
20	WHITEBOARD MARKER, black	Pc	500	10.69	5,345.00
21	BOND PAPER A4, 70gms, premium grader	Ream	600	344.25	206,550.00

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

**MARCO H. QUINTAS** / 10/7/22  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : **100,000.00** / 10/3/22

Approved Budget for the Contract: 1,292,589.17



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
22	BOND PAPER LEGAL, 70gms, for plain copier	Ream	600	308.00	184,800.00
23	PAPER LONG, 216mm x 330mm, 90 sheets/box	Box	24	308.00	7,392.00
24	PAPER FASTENER for paper, metal; 50 sets/box	Box	60	59.37	3,562.20
25	PUNCHER paper, heavy-duty, with hole guide, 1 piece in an individual box	Pc	24	123.42	2,962.08
26	RECORD BOOK 500pages, size: 214mm x 278mm min	Pc	300	97.34	29,202.00
27	RUBBER BAND, dark yellow 200x4mm, 500 pcs/box	Box	30	97.04	2,911.20
28	CORK BOARD, 2x4ft with plywood	Pc	12	1,222.00	14,664.00
29	RULER, 24 inches, plastic	Pc	30	44.72	1,341.60
30	SIGN PEN, black, point 5	Pc	450	45.90	20,655.00
31	SIGN PEN, blue, point 5	Pc	100	45.90	4,590.00
32	BALL PEN 3's per pack, colors: 1 blue and 2 black	Pack	150	35.31	5,296.50
33	PENCIL 2 x 5 x 20cm, 80 grams	Pc	120	9.42	1,130.40
34	PENCIL SHARPENER operated manually, with a larger clearance hole at the end of the cone, 11.5x6.5x6.5cm (length x width x thickness), color: blue	Pc	12	194.69	2,336.28
35	MARKER FLOURESCENT - 3 assorted colors per set	Set	80	36.97	2,957.60
36	PLASTIC COVER HEAVY-DUTY, PVC roll, size: 270cm x 122cm	Roll	30	3,800.00	114,000.00
37	STAMP PAD felt pad min.60mm x 100mm	Pc	15	58.85	882.75
38	STAMP PAD INK, violet, 50ml	Pc	15	25.62	384.30
39	STAPLE WIRE standard, 5,000pcs/box	Box	150	19.68	2,952.00
40	STAPLER heavy-duty standard	Pc	24	95.33	2,287.92
41	TAPE MASKING 48 (+1mm), 50meters	Roll	500	148.08	74,040.00
42	TAPE MASKING 24 (+1mm), 50meters	Roll	500	84.60	42,300.00
43	TAPE TRANSPARENT, 48mm (+1mm) 50meters	Roll	500	40.80	20,400.00
44	TAPE TRANSPARENT, 24mm (+1mm) 50meters	Roll	500	57.32	28,660.00
45	WHITEBOARD 40 inches x 40 inches with aluminum stand and wheels	Pc	12	5,460.00	65,520.00

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

**MARCO A. QUINTOS** / 10/7/22  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR :

Approved Budget for the Contract: 1,292,589.17

## 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 NOV 06 2022 and to expire on OCT 07 2022

CONFORME:

MARCO H. QUINTOS

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
OF THE JOINT VENTURE

IN THE CAPACITY OF

10/17/22

DATE

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

CONG. GENERAL MERCH. JOINT VENTURE  
WITH LVA TRAINING & CONSL.

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)

## TERMS AND CONDITIONS

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12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
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CONFORME:

MARCO H. QUINTOS

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
OF THE JOINT VENTURE

IN THE CAPACITY OF

CONS. GENERAL MENCH. JOINT VENTURE  
WITH LVA TRADING & CONS.

COMPANY NAME

10/7/22  
DATE

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

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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MARCO H. QUINTOS

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
OF THE JOINT VENTURE

IN THE CAPACITY OF

10/7/22  
DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG GENERAL MERCHANTS JOINT VENTURE WITH LIA TRADING & CO.  
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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