



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



PO Number **2210016**

**Purchase Order** Date: **OCT 14 2022**

Procuring Unit	: QUEZON CITY SMALL BUSINESS AND COOPERATIVES DEVELOPMENT AND PROMOTIONS OFFICE	Project Number	: QCSBCDPO-22-OSD-901
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Shopping 52.1b
Address	: 21 C Matiyaga Street, Barangay Central Quezon City	Resolution No.	: 22-A-352
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-000
		Contact Number	: 9408879

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
27	Record Book, 300 pages, 214mm x 278mm	piece	15	219.60	3,294.00
28	Sign Pen, black, .07mm needle tip, hi-tech point	Piece	50	60.50	3,025.00
29	Sign Pen, blue, .07mm needle tip, hi-tech point	Piece	50	60.50	3,025.00
30	Sign Pen, red, .05mm needle tip	Piece	20	61.00	1,220.00
31	Scissors, multi-purpose 7 inches, pointed, black handle stainless steel	Piece	20	112.80	2,256.00
32	Tacker Wire, 5-16, JT21, 1000 stapler per small box	Box	30	300.00	9,000.00
33	Tape, double sided, foam 18mm x 10m (small roll)	Roll	40	82.96	3,318.40
34	Tape, double sided, foam 48mm x 5m (small roll)	Roll	40	151.25	6,050.00
35	Tape, double sided, tissue, 18mm x 5m (big roll)	Roll	40	29.28	1,171.20
36	Tape, double sided, tissue, 12mm x 10m (big roll)	Roll	40	16.61	664.40
37	Tape, masking, 12mm x 22m	Roll	40	32.94	1,317.60
38	Tape, masking, 48mm x 22m	Roll	45	48.40	2,178.00

\*\*\*\*\* Nothing Follows \*\*\*\*\*

**Total Amount : 320,977.10**

Total Amount In Words (Pesos): Three Hundred Twenty Thousand Nine Hundred Seventy-Seven Pesos & 10/100 Only

**MA. JOSEFINA G. BELMONTE**

City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**

City Accountant



OBR : 100. 2022-10-12159

Approved Budget for the Contract : 383,265.00



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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Ballpen, fine points, 1.2mm, retractable, black	Piece	60	73.20	4,392.00
2	Ballpen, fine points, 1.2mm, retractable, blue	Piece	40	73.20	2,928.00
3	Ballpen, fine points, 1.2mm, retractable, green	Piece	85	172.80	14,688.00
4	Ballpen, fine points, 1.2mm, retractable, red	Piece	20	73.20	1,464.00
5	Calculator, compact, 12 digits	Piece	4	612.00	2,448.00
6	Clip, back fold, 19mm all metal, clamping, 12pieces per pack	Pack	40	18.00	720.00
7	Clip, back fold, 25mm all metal, clamping, 12pieces per pack	Pack	40	27.60	1,104.00
8	Clip, back fold, 32mm all metal, clamping, 12pieces per pack	Pack	40	36.00	1,440.00
9	Clip, back fold, 50mm all metal, clamping, 12pieces per pack	Pack	40	78.00	3,120.00
10	Copy Printer, master roll, paper for DD 3344, CPMT 17	Piece	4	1,968.00	7,872.00
11	Fastener, plastic, assorted colors, 50 pieces per box	Box	40	26.40	1,056.00
12	Marker Pen, permanent, bullet type, black	Piece	30	54.90	1,647.00
13	Marker Pen, permanent, bullet type, blue	Piece	30	54.90	1,647.00
14	Marker, whiteboard red, felt tip, bullet type	Piece	50	28.80	1,440.00
15	Note Pad, stick-on .07x3 inches, 100 pieces per pad	Pad	75	21.14	1,585.50
16	Note Pad, stick-on 1.5x1.5 inches, 100 pieces per pads	Pad	75	14.52	1,089.00
17	Note Pad, stick-on 1.5x2 inches, 100 sheets per pads	Pad	50	14.52	726.00
18	Note Pad, stick-on 3x4 inches, 100 sheets per pads	Pad	50	32.94	1,647.00
19	Page marker, stick-on, 5 colors, ½ x 2 inches, 100 sheets	Set	20	358.00	7,160.00
20	Paper Clip, vinyl, plastic coated, 32mm	Box	50	11.07	553.50
21	Paper Clip, vinyl, plastic coated, jumbo	Box	50	19.20	960.00
22	Paper, manila, 36x48 inches, 2 pieces per pack	Pack	50	12.24	612.00
23	Paper, multicopy, 80gsm, legal, 500 sheets per ream	Ream	600	318.60	191,160.00
24	Paper, multicopy, 80gsm, A4, 500 sheets per ream	Ream	100	295.00	29,500.00
25	Sticker Paper, 10 pieces per pack	Pack	50	47.97	2,398.50
26	Photo Paper, A4, 230gsm, high gloss, 20 pieces per pack	Pack	20	55.00	1,100.00

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

Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : 100-2022-10-12159

**Approved Budget for the Contract :** 383,265.00



## 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 OCT 25 2022 and to expire on -

CONFORME:

NOV 24 2022

SIGNATURE OVER PRINTED NAME

IN THE CAPACITY OF

DATE

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

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:

[Signature]  
SIGNATURE OVER PRINTED NAME

Authoria Representation  
IN THE CAPACITY OF

10/25/2022  
DATE

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