



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2209043**

Purchase Order Date: **OCT 14 2022**

Procuring Unit	: OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)	Project Number	: OCM(QMC)-22-OSD-436
Company Name	: ALEXANDRITE BLUE, INC.	Mode of Procurement	: Shopping 52.1b
Address	: 38B Schilling Street, Phase 8 North Fairview, Quezon City	Resolution No.	: 22-A-314
Business Type	: Corporation Registration #A200117388	TIN Number	: 214-809-960-000
		Contact Number	: 09178515851

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
44	Sticker Paper – Matte A4 size, 10 sheets per pack	pack	20	89.00	1,780.00
45	Self-Healing Cutting Mat - A2 size 3mm THK; Net weight: 1.35kg; material: composite PVC	piece	2	2,800.00	5,600.00
46	Stainless Steel Ruler – 24 inches or 2 feet long stainless-steel ruler, 1.2mm THK, 30mm width	piece	2	79.00	158.00
47	Plastic Ruler – plastic transparent ruler, 12 inches long / 1 feet long	piece	6	65.00	390.00
48	Heavy Duty Paper Cutter (18mm) – 6 inches blade; 9 mm x 80 mm blade (3 pcs per pack)	pack	2	1,650.00	3,300.00
49	Cutter Blades Refill – 9 mm x 80 mm cutter blade, 10 pieces per set	pack	3	166.00	498.00
50	Clipboard – long size, folding clipboard with cover, faux leather finish, 24 cm x 34 cm	piece	5	178.00	890.00
51	Straw Rope Or Plastic Twine – (plastic tali); Straw twine in 1kg per roll, 200 meters flat	roll	12	98.00	1,176.00
	***** Nothing Follows *****				

Total Amount : 189,098.00

Total Amount In Words (Pesos): One Hundred Eighty-Nine Thousand Ninety-Eight Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor

Josefina C. Atacador 10/21/2022
Signature Over Printed Name of Supplier / Date



Funds Available:
Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : 100-2022-100-11431

Approved Budget for the Contract : 220,686.85



Procuring Unit : OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE) Project Number : OCM(QMC)-22-OSD-436
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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	Metal triple desk tray black (durametal), 3 layers, 27cm x 30cm, 1800g	unit	15	380.00	5,700.00
- 2	Bond Paper - A3 216mm x 330mm; 70gsm, white, 500 sheets	ream	99	275.00	27,225.00
- 3	Official Record Book – 500 pages, 8.5 inches x 11 inches	piece	100	98.00	9,800.00
- 4	Continuous Form – 2ply carbonized, 11 inches x 9.5 inches, 48gsm, 1 box / 900 sheet	box	12	1,560.00	18,720.00
5	Folder – long, white 8.5 inches x 13 inches, 14pts., 100 pieces / pack	piece	500	8.50	4,250.00
6	Folder – short, white 8.5 inches x 11 inches, 14pts., 100 pieces / pack	piece	500	8.50	4,250.00
7	Envelope – Long, Brown, 10 inches x 15 inches	piece	500	7.50	3,750.00
8	Envelope – Short, Brown, 9 inches x 12 inches	piece	500	4.50	2,250.00
9	Expanded Envelope – Long, Brown, Kraft material, 10 inches x 14 inches, 10 pieces per set	set	12	385.00	4,620.00
10	Heavy Duty Paper Puncher – 2-hole / 7mm, punches up to 25 sheets/70gsm; with adjustable paper guide, blue	unit	5	650.00	3,250.00
11	Ballpen - 1.0mm black, 12 pieces/box.	box	2	98.00	196.00
12	Signpen – 0.5mm Gel Pen; 10 pieces per set, blue	set	10	385.00	3,850.00
13	Ballpen – fine point, black, 50 pieces per box	box	10	385.00	3,850.00
14	Ballpen – fine point, red, 50 pieces per box	box	2	98.00	196.00
15	Ballpen – fine point, green, 50 pieces per box	box	1	98.00	98.00
16	Scotch Tape – transparent by 1 inch, 50 meters per roll	roll	60	54.00	3,240.00
17	Packaging Tape – 2 inches x 100 meters per roll	roll	30	65.00	1,950.00
18	Masking Tape – 2 inches x 100 meters per roll	roll	30	86.00	2,580.00
19	Double-Sided Tape – 1 inch x 3 meter, double sided tape	piece	30	165.00	4,950.00
20	White Board Marker (red)– 2.0mm bullet tip, Low odor, dry and wet erase	piece	30	98.00	2,940.00
21	White Board Marker (blue)– 2.0mm bullet tip, Low odor, dry and wet erase	piece	30	165.00	4,950.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Josefina C. Atacador 10/21/2022
 Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR : *NOV. 2021 - 10 - 11631*

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Sir/Madam:

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Place of Delivery : CGSD Central Warehouse

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
22	White Board Marker (black)- 2.0mm bullet tip, Low odor, dry and wet erase	piece	30	175.00	5,250.00
23	Permanent Marker - 1.5mm bullet tip; low odor, black	piece	32	85.00	2,720.00
24	Permanent Marker - 1.5mm broad tip, low odor, black	piece	32	85.00	2,720.00
25	Post-It Notes - 3 inches x 3 inches; 100 sheets per pad, assorted color	set	100	42.00	4,200.00
26	Correction Tape - 8mm x 5mm	piece	100	45.00	4,500.00
27	Pencil - no.2, with eraser, 12 pieces per box	box	12	68.00	816.00
28	Eraser - rubber, size: 4cm x 1.7cm x 1cm, 20 pieces per box	box	3	125.00	375.00
29	Paper Clip - big vinyl coated, 50mm, 100 pieces per box	box	100	48.00	4,800.00
30	Binder Clip - 32mm, 24 pieces per box, black	box	2	58.00	116.00
31	Push Pin - assorted color, 100 pieces per pack	pack	20	75.00	1,500.00
32	Double Sided Mounting Tape - foam type, heavy duty, 1 inch x 30 meter, large, 10 rolls per pack	roll	10	168.00	1,680.00
33	Scissor - stainless steel, 5.2inches with plastic finger grip	piece	20	165.00	3,300.00
34	Stapler With Staple Remover - metal, #35	piece	20	250.00	5,000.00
35	Staple Wire - metal, #35, 5000 staple wires per box	box	60	58.00	3,480.00
36	Calculator - 12 digits, MX12B, battery and solar, type basic	piece	10	450.00	4,500.00
37	Laminator Machine - A3 or A4, 220V (hot/cold/reverse) heavy duty	piece	1	3,500.00	3,500.00
38	Laminating Film - 12 inches x 100 meters, 125 microns	roll	2	980.00	1,960.00
39	Stamp Pad - black color, 5 inches x 7 inches	piece	12	145.00	1,740.00
40	Stamp Pad Ink - ink refill 28ml; color black	piece	3	168.00	504.00
41	Cork Board - 0.6 meter x 0.9 meter, brown, durable, high density cork board	piece	5	850.00	4,250.00
42	Paper Cutter - A3 size, paper cutter for precise and easy cutting with paper adjuster included	piece	1	980.00	980.00
43	Photo Paper - high gloss, A4, 21cm x 29.7cm (20 pcs per pack)	pack	100	48.00	4,800.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Josefina C. Atacador 10/21/2022
 Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR :

Approved Budget for the Contract : 220,686.85

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 21 2022 and to expire on - NOV 20 2022

CONFORME:

Joseph C. Atacador
SIGNATURE OVER PRINTED NAME

President
IN THE CAPACITY OF

10/21/2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of Alexandrite Blue Inc.
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)