



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



PO Number **2210011**

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

Procuring Unit : **QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE** Project Number : **QCRRMO-22-CS1-1029**  
 Company Name : **LXS TRADING** Mode of Procurement : **Public Bidding**  
 Address : **1210 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City** Resolution No. : **22-PB-334**  
 Business Type : **Sole Proprietorship Registration #1441303** TIN Number : **238-643-432-000**  
 Contact Number : **456-4344**

**Sir/Madam:**  
 Please furnish this office the following articles subject to the terms and conditions contained here:

**Place of Delivery :** Quezon City Disaster Risk Reduction and Management Office **Delivery Schedule :** Upon Request by the End-user Not Later Than December 31, 2022  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	instantly) white board marker – 100pcs (dry-wipe, refillable, non-toxic, xylene and toluene free) certificate holder – 55pcs (8.5 x 11 inches, acrylic cover with back board) certificate paper (10's/pack) – 6 packs (linen board, short 220gsm  Terms of Payment: Upon every complete delivery per activity/program  ***** Nothing Follows *****				

**Total Amount : 8,003,220.00**

**Total Amount in Words (Pesos):** Eight Million Three Thousand Two Hundred Twenty Pesos Only

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



**ANGELICA T. SOLIS** /10-25-22  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

**Approved Budget for the Contract : 8,003,260.00**

OBR : 220-2102-03-041  
 204 010 20-07-018 (2021)

**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 -

DEC 31 2022

CONFORME:

ANGELICA A. SOLIS

SIGNATURE OVER PRINTED NAME

OWNER

IN THE CAPACITY OF

10-25-22

DATE

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

LXS TRADING

COMPANY NAME

SUBSCRIBED AND SWORN to before me this OCT 25 2022 day of QUEZON CITY, 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 PASSPORT ID with his/her photograph and signature appearing thereon with No. P500 2362A.

**ATTY. AREP. LIM**

Notary Public for Quezon City  
Notarial Commission: NP-178-7/14/21 to 12/31/22

Roll No. 65268

PTR No. 2445159-1-5-22

IBP OR No. 197140-1-7-22

MCLE Compliance No. 6-0026861

TIN: 329-357-954 (vat)

Address: 25 Matalino St., Brgy. Central, Quezon City

Doc. No. 293  
Page No. 69  
Book No. I  
Series of 2022

\*\*\*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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**PROCUREMENT DEPARTMENT**  
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Company Name	: LXS TRADING	Mode of Procurement	: Public Bidding
Address	: 1210 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	: 22-PB-334
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	: 238-643-432-000
		Contact Number	: 456-4344

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**Delivery Schedule** : Upon Request by the End-user Not Later Than December 31, 2022  
**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<b>TRAINING AND SEMINAR PACKAGE</b> Package Inclusions: Food and drinks (Packed Breakfast, Am Snack, Lunch, Pm Snack, and Dinner with free-flowing coffee and water dispenser for the duration of the training) free use of 5 function rooms, sound systems, chairs and tables, banners, participants kit, training materials. 20 batches, 53 participants and 10 instructors for 5-days training.  DAY 1 – 63 participants x 5-days x 20 batches) AM SNACKS - Chicken clubhouse sandwich, mango juice 350 ml LUNCH - Misua patola with black fungus, plain rice, grilled pork spareribs, sayote guisado, fruits, iced tea 350 ml PM SNACKS - Fried lumpia, sago't gulaman 350 ml DINNER - Chicken sotanghon soup, pork barbecue with vegetables, plain rice, fruit salad, iced tea 350 ml  DAY 2 – 63 participants x 5-days x 20 batches) AM SNACKS - Pancit canton with adobo pandesal, mango juice 350 ml LUNCH - Chicken tinola with papaya / malunggay and chillitops, plain rice, fried milkfish, fresh fruits, iced tea 350 ml PM SNACKS - Special lomi with toasted bread, grape juice 350 ml DINNER - Molo soup, plain rice, grilled tilapia, picadillo tilapia, fruits, mixed vegetables, mango juice 350 ml  DAY 3 – 63 participants x 5-days x 20 batches) AM SNACKS - Suman ng Antipolo with monggo filling, hot choco 22 oz LUNCH - Pumpkin soup, plain rice, mixed vegetables/ oyster, fish	package	1	8,003,220.00	8,003,220.00

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

**ANGELICA D. SOLIS** / 10-25-22  
 Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
 City Accountant

OBR: 307-2022-02-048

Approved Budget for the Contract : 8,003,260.00

**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 - DEC 31 2022.

CONFORME:

ANGELICA T. SOLIS  
SIGNATURE OVER PRINTED NAME

OWNER  
IN THE CAPACITY OF

10-25-22  
DATE

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

**LXS 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. \_\_\_\_\_  
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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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Company Name	: LXS TRADING	Mode of Procurement	: Public Bidding
Address	: 1210 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	: 22-PB-334
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	: 238-643-432-000
		Contact Number	: 456-4344

**Sir/Madam:**  
 Please furnish this office the following articles subject to the terms and conditions contained here:

**Place of Delivery** : Quezon City Disaster Risk Reduction and Management Office  
**Delivery Schedule** : Upon Request by the End-user Not Later Than December 31, 2022  
**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	fillet with lemon butter sauce, fresh fruit, iced tea 22 oz PM SNACKS - Special chicken arozcaldó, four seasons 350 ml DINNER - Fish fillet with tartar sauce, roast beef in mushroom sauce, mixed vegetables, almond lychee, four seasons 350 ml  DAY 4 – 63 participants x 5-days x 20 batches) AM SNACKS - Cheese ensaymada especial, iced tea 350 ml LUNCH - Sinigang sa miso (fish), pork barbecue, plain rice, fresh fruit, pineapple juice 350 ml PM SNACKS - Tuna sandwich, lemonade 22 oz DINNER - Menudo, chopsuey, plain rice, dessert, iced tea 22 oz  DAY 5 – 63 participant’s x 5-days x 20 batches) AM SNACKS - Pancake and bacon with maple syrup, hot chocolate 22 oz LUNCH - Beef tenderloin with mushroom, chopsuey, pork barbecue, stir fried mix, plain rice, juice 22 oz PM SNACKS - Spaghetti carbonara, toasted bread, iced tea 22 oz DINNER – Beef caldereta, fried fish, garden salad, plain rice, coffee jelly  BANNER TARPAULIN, 4 x 8 ft., pvc vinyl flex banner, print with seminar subject (4 pcs) TARPAULIN, 2 x 4 ft., pvc vinyl flex banner, print with seminar subject (16 pcs)  PARTICIPANTS KIT: envelope cloth – 53pcs (oxford cloth waterproof document holder with double layers mesh envelope document holder pvc organizer				

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

**ANGELICA F. SOLIS** / 10-25-22  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

**OBR :**

**Approved Budget for the Contract : 8,003,260.00**

**TERMS AND CONDITIONS**

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CONFORME:

ANGELICA T. SOLIS  
SIGNATURE OVER PRINTED NAME

OWNER  
IN THE CAPACITY OF

10-25-22  
DATE

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

LXS 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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**Payment Term** : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	storage bag 13 inches x 9.5 inches / 34cm x 24cm eco bag – 53pcs (80g non - woven fabric with logo print) identification card - 53pcs (w/ 1-inch printable strap / jacket soft polyester) ball pen – 53pcs (fine point, point size: 0.5mm, color: black) handbook customized – 106pcs (8 ½ inches x 11 inches printed with subject seminar) - 2pcs. notebook – 53pcs (weight (55gsm, -5%), bond, thickness (0.075mm) size (150mm x 225mm) 40 leaves) face shield – 53pcs (anti-spray, anti-fogging, anti-smoke, oil splash proof, anti-exhaust, windproof sand, frame: polycarbonate, shield: polyethylene terephthalate, width: 243mm, height: 195mm) test booklet - 53pcs (customized booklet, 8 ½ inches x 11 inches printed with exam form addressing training key-points) paracord – 53pcs (4mm diameter, 550 lb. (249kg) tensile strength, 7 stand core, UV, rot, mildew resistant whistle – 53pcs (size: 63 x 12mm, material: aluminum, weight:9g) triangular bandage (2pcs/pack) – 53 packs (100% cotton, calico cloth, 40 inches x 40 inches x 56 inches PPE Set-Cover all (reusable) – 53 sets - Micro fiber 60% water repellent 60 GSM - Washable, Autoclavable KN95 - Active carbon particulate respirator contours fit design adjustable nose piece comfortable breathing / speaking Gloves - (2 pairs per set) - non-sterile, rubber care, hypoallergenic  TRAINING MATERIALS: flipchart – 20pcs (color: white, 50 sheets, 34 x 22 inches) marking pen – 100pcs (refillable, waterproof-permanent, dries				

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

*Angela*  
**ANGELICA F. SOLIC** / 10-25-22  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby*  
**RUBY G. MANANGU**  
 City Accountant

OBR : 220 - 0110 - 09 - 046

**Approved Budget for the Contract : 8,003,260.00**

**TERMS AND CONDITIONS**

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ANGELICA T. SOLIS  
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Duly authorized to sign this Purchase Order for and on behalf of LXS TRADING  
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