



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2210012**

Purchase Order Date: **NOV 08 2022**

Procuring Unit : OFFICE OF THE CITY MAYOR	Project Number : OCM(POPS)-22-OE-919
Company Name : YENS OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Public Bidding
Address : #23 Moises St., Metrogate Complex, Brgy. Pandayan, City of Meycauayan, Bulacan	Resolution No. : 22-PB-328
Business Type : Sole Proprietorship Registration #1565450	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 : Forty-Five (45) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
6	Windows 10 pro 64 bit or higher, with same brand keyboard and mouse, 19 inches or bigger monitor with 1KVA 650 UPS, and anti-virus LAPTOP - MSI (Slim) 14 inches Full HD, i7 intel core processor 11th generation or its equivalent benchmark latest generation processor, 16GB DRR4 RAM, 512 SSD Storage, Windows 10 pro or higher, with Office 365 License for at least 1 year subscription, 4GB GPU	unit	13	104,000.00	1,352,000.00
7	LARGE FORMAT PRINTER WITH STAND 36 INCHES WIDTH - Canon A0 Plotter, 2400 X 1200 dpi, 5 color Pigment Inks (MBK, BK, C, M, Y) Standard Memory: 125GB, Hard Disk 500GB (encrypted)	unit	1	317,408.00	317,408.00
8	DUPLICATING MACHINE - RISO Printing Resolution: 300dpi x 300dpi, Scanning Resolution: 300dpi x 600dpi, Paper Supply Capacity: 1000 sheets (64gsm), Print Speed: 60ppm- 130ppm (5 steps variable), Printing Area: 210mm x 357mm	unit	1	162,500.00	162,500.00
9	COPIER MACHINE - Develop A3 Size, 2 Trays, Copier, Printer, Black and white, up to 11inches x 17inches, 100-sheet Bypass Tray, 2x 500-sheet paper Trays (standard), 50-sheet automatic reserving document feeder (ARDF), copy resolution: 600x600 dpi, print resolution, up to 600 dpi (2400x600 dpi with smoothing) quantity indicator up to 999, reduce/enlarge	unit	1	148,500.00	148,500.00
10	PAPER SHREDDER - Fellowes High-Quality heavy-duty paper shredder, paper shredding machine, can cut CDs, ATM cards etc. cross cut shredder, shreds continuously for 60 minutes, 21 sheets capacity A4/70g, shred size: 4x40mm, overheat protection, safe door protection, auto FWD, manual FWD/REV, volume of bin: 33L, working time: 60 mins, shred type: cross cut, auto on/off thermal cut off, feed width:220mm	unit	1	15,000.00	15,000.00

Total Amount : 3,844,508.00

Total Amount In Words (Pesos): Three Million Eight Hundred Forty-Four Thousand Five Hundred Eight Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor

KATHLEEN M. OSORIO / NOV. 21, 2022
Signature Over Printed Name of Supplier / Date



Funds Available:
RUBY G. MANANGU
City Accountant

OBR : **WU-2022-11-12480**

Approved Budget for the Contract : 3,844,508.00



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	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 :** Forty-Five (45) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	PRINTER - Epson wi-fi duplex all-in-one ink tank printer with ADF, Printer type: scan, copy with ADF, Printer Direction: Bi-directional printing, Nozzle configuration: 400 nozzles black 128 per colour (cyan, magenta, yellow), Maximum resolution: 4800 x 1200 DPI (with variable sized droplet technology)	unit	3	24,700.00	74,100.00
2	SCANNER - Brother Wired & wireless network document scanner High speed 2-sided scanning up to 40 ppm, 2-sided scanning in single pass, achieve optimum performance with TWAIN, WIA, ICA, SANE driver, 50 pages automatic doc feeder (ADF), Wi-Fi connectivity	unit	2	46,000.00	92,000.00
3	PRINTER - Epson All-in-one, 4-in-1 with wireless print, copy, scan and fax with revolutionary cartridge-free printing and laser-quality text, includes ink to print up to 11,000 black/8,500 pages, 2.2 LCD, wireless printing without a network, auto 2-sided printing, plus a 30-page Auto Document Feeder	unit	4	45,000.00	180,000.00
4	ALL-IN-ONE DESKTOP COMPUTER - HP Latest Generation of Intel Core i7 10TH Generation or its equivalent benchmark processor, 23-24 inches display Multi-touch Full HD, 2GB GPU or higher, 16GB DRR4 RAM, 1TB HDD, with wifi, keyboard, mouse, similar to the brand, touch screen with Windows 10 pro or higher Operating System and Office 365 license for at least 1 year subscription, with UPS, input voltage: 220VAC, frequency: 50hz-60hz, output voltage: 220VAC, capacity VA/Wattage:650VA/455 watts, transfer time: ≤10ms including direction time, and anti-virus	unit	12	119,000.00	1,428,000.00
5	DESKTOP COMPUTER - Acer Latest Processor of Intel core i5 10th generation or its equivalent benchmark processor with Wi-Fi and Microsoft Office License (2017), 8GB RAM, 1 TB HDD, 3.5 SATA, 1gb LAN, 2GB GPU, Microsoft	unit	1	75,000.00	75,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

KATHLEEN M. OSORIO / NOV. 21, 2022
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR: **NOV-2022-16-12450**

Approved Budget for the Contract : 3,844,508.00

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 NOV 21 2022 and to expire on - JAN 05 2023.

CONFORME: [Signature]
KATHLEEN M. OSORIO
 SIGNATURE OVER PRINTED NAME

OWNER
 IN THE CAPACITY OF

NOV 21, 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)