



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2210032**

Purchase Order Date: **NOV 07 2022**

Procuring Unit	: QUEZON CITY COMPETENCY ASSESSMENT CENTER	Project Number	: QCCAC-22-OSD-1150B
Company Name	: MS. V ENTERPRISES	Mode of Procurement	: Shopping 52.1b
Address	: 6 Bayo Condotel and Suites, Scout Bayoran Street Corner Scout Tuazon, Brgy. South Triangle, Quezon	Resolution No.	: 22-A-362
Business Type	: Sole Proprietorship Registration #05360637	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

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
✓ 1	PAPER - parchment, multi-purpose, 210mm x 297mm, 80 gsm, fine translucent, suitable for laser/inkjet printing	box	5	130.00	650.00
✓ 2	FOLDER - file folder, white, A4, 100 sheets per pack	pack	10	580.00	5,800.00
✓ 3	FOLDER - file folder, white, legal, 100 sheets per pack	pack	15	500.00	7,500.00
✓ 4	CLEARBOOK - A4, blue	piece	20	45.00	900.00
✓ 5	CLEARBOOK - legal, blue	piece	20	50.00	1,000.00
✓ 6	ENVELOPE - documentary, A4, kraft, 150 gsm	box	3	940.00	2,820.00
✓ 7	ENVELOPE - documentary, legal, kraft, 150 gsm	box	5	1,290.00	6,450.00
✓ 8	ENVELOPE - expanding with garter, legal, blue	piece	1,000	21.00	21,000.00
✓ 9	PENCIL - lead/graphite with eraser	box	10	29.00	290.00
✓ 10	MARKER - whiteboard, felt tip, bullet type, black	piece	20	13.00	260.00
✓ 11	ERASER - felt, for whiteboard / blackboard	piece	20	15.00	300.00
✓ 12	FASTENER - assorted color, able to hold 25 mm thick of multi-purpose paper, 70 gsm	box	25	80.00	2,000.00
✓ 13	PAPER CLIP - vinyl/plastic coated, 50mm, assorted color	box	15	19.00	285.00
✓ 14	CLIP BACKFOLD - 19mm	box	10	12.00	120.00
✓ 15	CLIP BACKFOLD - 25mm	box	10	20.00	200.00
✓ 16	TAPE - transparent, 24mm, usable length: 50m	roll	15	15.00	225.00
✓ 17	TAPE - transparent, 48mm, usable length: 50m	roll	15	31.00	465.00
✓ 18	TAPE - electrical, polyvinyl chloride (PVC), 18mm, usable length: 16m	roll	15	27.00	405.00
✓ 19	MAGAZINE FILE BOX - large, 110mm x 265mm x 220mm (WxHxL)	piece	20	58.00	1,160.00
	***** Nothing Follows *****				
Total Amount :					51,830.00

Total Amount In Words (Pesos): Fifty-One Thousand Eight Hundred Thirty Pesos Only

MA. JOSEFINA G. BELMONTE
 City Mayor



Venus T. Torrey
 Signature Over Printed Name of Supplier / Date
 Nov. 9, 2022

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR: 100-2022-10-13185

Approved Budget for the Contract : 52,541.96

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 09 2022 and to expire on -

CONFORME:

[Signature]

DEC 09 2022

VENUS J. TORAY

SIGNATURE OVER PRINTED NAME

PROPRIETRES

IN THE CAPACITY OF

NOV, 9, 2022

DATE

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

MRS. V. EMERARISES

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)**

[Handwritten mark]