



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2210112**

Purchase Order Date: **NOV 17 2022**

| | |
|---|--------------------------------------|
| Procuring Unit : SCHOOLS DIVISION OFFICE | Project Number : SDO-22-OESC-743 |
| Company Name : SKAIWEL TRADING AND SOLUTIONS INC. | Mode of Procurement : Public Bidding |
| Address : 2909 Suntrust Capitol Plaza, Matalino St., Central, Quezon City | Resolution No. : 22-PB-369 |
| Business Type : Corporation Registration #202112003684005 | TIN Number : 604-792-154-00000 |
| | Contact Number : 09164135047 |

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 | MASTER ROLL: for Blue Digital Duplicating Machine Model BPS350, B4, 90m length/volume | Roll | 202 | 5,844.70 | 1,180,629.40 |
| 2 | INK CARTRIDGE: for Blue Digital Duplicating Machine Model BPS350, 600cc, Black | Cart | 3,538 | 2,488.00 | 8,802,544.00 |
| 3 | TONER: for Fuji Docucentre Copier Machine Model S2110 | Piece | 414 | 4,800.00 | 1,987,200.00 |
| 4 | DRUM: for Fuji Docucentre Copier Machine Model S2110 | Piece | 150 | 14,931.80 | 2,239,770.00 |
| ***** Nothing Follows ***** | | | | | |

Total Amount : 14,210,143.40

Total Amount In Words (Pesos): Fourteen Million Two Hundred Ten Thousand One Hundred Forty-Three Pesos & 40/100 Only

MA. JOSEFINA G. BELMONTE
 City Mayor

RENIEL O. SOLIS 11-21-22
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

Approved Budget for the Contract : 14,212,820.00

OBR : 200-2022-11-00058

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.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect.
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.
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE.
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 DEC 21 2022

CONFORME:

SIGNATURE OVER PRINTED NAME

President

IN THE CAPACITY OF

DATE 11-21-22

Duly authorized to sign this Purchase Order for and on behalf of SKATVEL Trading And Solutions Inc. COMPANY NAME

SUBSCRIBED AND SWORN to before me this NOV 21 2022 at 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 TIN ID with his/her photograph and signature appearing thereon with No. 235-509-365

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ATTY. ARE P. LIM
Notary Public for Quezon City
Notarial Commission: NP-178: 7/14/21 to 12/31/22
Rol No. 65268
PTR No. 2445159: 1-5-22
IBP OR No. 197140: 1-7-22
MCLE Compliance No. 6-0026861
TIN: 329-392-954-000

***This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)