



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



PO Number **2211014**

**Purchase Order** Date: **DEC 02 2022**

Procuring Unit : CITY ADMINISTRATOR'S OFFICE Project Number : CAO-22-OSD-1246  
Company Name : GOLD 7 INTERNATIONAL TRADING CORPORATION Mode of Procurement : Shopping 52.1b  
Address : Unit 304 la O' Centre 1000 Arnaiz Avenue cor. Makati Avenue Barangay San Lorenzo, Makati City Resolution No. : 22-A-439  
Business Type : Corporation Registration #CS202052743 TIN Number : 502-361-384-00000  
Contact Number : 85594763

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    |
|-----------|--|---------------|-----|-----------|-----------|
| 41        | Transparent Storage Box 155L                       | pc            | 5   | 1,485.00  | 7,425.00  |
| 42        | Stamp Pad Ink Blue                                 | bot           | 20  | 20.00     | 400.00    |
| 43        | Stamp Pad Ink Green                                | bot           | 20  | 20.00     | 400.00    |
| 44        | Stamp Pad Ink Red                                  | bot           | 20  | 20.00     | 400.00    |
| 45        | Glossy Photo paper A4 230GSM 20s                   | sheet         | 30  | 100.00    | 3,000.00  |
| 46        | Sticker Paper Matte White A4 10s                   | sheet         | 20  | 60.00     | 1,200.00  |
| 47        | Refillable ink bottle Black EPSON L Series T6641   | bot           | 250 | 225.00    | 56,250.00 |
| 48        | Refillable ink bottle Cyan EPSON L Series T6642    | bot           | 75  | 225.00    | 16,875.00 |
| 49        | Refillable ink bottle Magenta EPSON L Series T6643 | bot           | 75  | 225.00    | 16,875.00 |
| 50        | Refillable ink bottle Yellow EPSON L Series T6644  | bot           | 75  | 225.00    | 16,875.00 |
| 51        | Long Multi copy Paper 8 1/2 x 13 80gsm 5 reams/box | ream          | 150 | 315.00    | 47,250.00 |
| 52        | CLIPBOARD 6002FC LONG METAL CLIP                   | pcs           | 10  | 60.00     | 600.00    |
| 53        | DESK TRAY 9216 2 LAYERS                            | pcs           | 30  | 420.00    | 12,600.00 |
| 54        | Magfile Closed Horizontal Legal File Box Blue/Red  | pcs           | 200 | 115.00    | 23,000.00 |

\*\*\*\*\* Nothing Follows \*\*\*\*\*

**Total Amount : 516,500.00**

Total Amount In Words (Pesos): Five Hundred Sixteen Thousand Five Hundred Pesos Only

**MA. JOSEFINA G. BELMONTE**

City Mayor



**Roger James DaSilva**  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**

City Accountant

OBR : MW-2020-11-14125

Approved Budget for the Contract : 727,530.40

## 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 DEC 02 2022 and to expire on - JAN 01 2023

CONFORME:

Roger James Da Silva  
SIGNATURE OVER PRINTED NAME

Authorized Representative Dec/02/22  
IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of Gold7 International Trading Corp.  
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)



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



PO Number **2211014**

**Purchase Order** Date: **DEC 02 2022**

Procuring Unit : CITY ADMINISTRATOR'S OFFICE Project Number : CAO-22-OSD-1246  
Company Name : GOLD 7 INTERNATIONAL TRADING CORPORATION Mode of Procurement : Shopping 52.1b  
Address : Unit 304 la O' Centre 1000 Arnaiz Avenue cor. Makati Avenue Barangay San Lorenzo, Makati City Resolution No. : 22-A-439  
Business Type : Corporation Registration #CS202052743 TIN Number : 502-361-384-00000  
Contact Number : 85594763

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         | Super Sticky Note 656 2x3 Pastel Colors 100s 1 7/8 in/po x 2 7/8 in/po 50.8mm x 76.2mm        | Pad           | 100 | 16.00     | 1,600.00  |
| 2         | Super Sticky Notes 3 in x 3 in 90 sheets/pad 76mm x 76mm                                      | Pad           | 300 | 20.00     | 6,000.00  |
| 3         | Super Sticky Note 3x4 Notes 657-172 pads/case, 76.2mm x 101.6mm                               | Pad           | 300 | 30.00     | 9,000.00  |
| 4         | Post-it Flags 680-9, Sign Here, 1 in x 1.7 in, 50 Flags/Pad, 36 Pads/Case                     | Pad           | 300 | 60.00     | 18,000.00 |
| 5         | Memo Pad 70x70mm  | pad           | 30  | 170.00    | 5,100.00  |
| 6         | Tape Flag Pet 3 .47"x 1.73" 20's x8 Flag Arrow W/Print  | pad           | 120 | 35.00     | 4,200.00  |
| 7         | A5 Notebook - upturn coil notebook blank, grip, dot   | pc            | 50  | 40.00     | 2,000.00  |
| 8         | NOTEBOOK TOP SPIRAL (6"x9") 60 SHEETS   | pc            | 200 | 40.00     | 8,000.00  |
| 9         | Chisel Highlighter 1.5mm x 5.5mm bright liner grip light colors/neon 3/set / 4/set / 5/set    | set           | 100 | 155.00    | 15,500.00 |
| 10        | SHARPIE PERMANENT BLACK FINE 36pcs/ pack/box  | box           | 1   | 1,980.00  | 1,980.00  |
| 11        | BALLPEN M #150604 MEDIUM GREEN  | pc            | 100 | 21.00     | 2,100.00  |
| 12        | Magnifying glass D00060 100mm Dia magnifying Glass  | pc            | 4   | 70.00     | 280.00    |
| 13        | Masking Tape Elongation at Break 10 tensile strength 40.3 N/100mm 60 yards 18mm x 50m branded | roll          | 300 | 100.00    | 30,000.00 |
| 14        | Masking Tape Elongation at break 10 tensile strength 40.3N/100mm 60 yards 36mm x 25m branded  | roll          | 100 | 50.00     | 5,000.00  |
| 15        | Packing Tape 60 yards 18mm x 66m branded  | roll          | 300 | 30.00     | 9,000.00  |
| 16        | Packing Tape 60 yards 24mm x 66m branded  | roll          | 100 | 40.00     | 4,000.00  |
| 17        | Long Thick Size Folder 9 1/2"x 14" 100pcs/pack  | pack          | 30  | 600.00    | 18,000.00 |
| 18        | A3 80GSM Bond Paper   | box           | 4   | 2,785.00  | 11,140.00 |
| 19        | Manila Paper 36x48' 2s  | Sheets        | 50  | 20.00     | 1,000.00  |
| 20        | Cartolina Assorted Colors (22-1/2" x 28-1/2") 120gsm-10pcs/roll                               | pack          | 50  | 100.00    | 5,000.00  |
| 21        | COLORED PAPER 50S LETTER COLORS   | sheets        | 50  | 50.00     | 2,500.00  |

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

*Roger James Da Silva*  
Signature Over Printed Name of Supplier / Date **Dec/02/22**

Funds Available:

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

OBR : *W. 22-11. 14123*

Approved Budget for the Contract : 727,530.40

## TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
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5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDDEE. 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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.
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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**.
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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 DEC 02 2022 and to expire on -

CONFORME:

Roger James Da Silva  
SIGNATURE OVER PRINTED NAME

Authorized Representative dec/02/22  
IN THE CAPACITY OF \_\_\_\_\_ DATE

Duly authorized to sign this Purchase Order for and on behalf of Gold 7 International Trading Corp.  
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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| Stock No. | Item  | Unit of Issue | QTY | Unit Cost | Amount    |
|-----------|---|---------------|-----|-----------|-----------|
| 22        | Scissors Symmetrical Wall Thickness 1.8mm, Length 160mm Blade Length 70mm, Handle Recycled resin  | pc            | 100 | 75.00     | 7,500.00  |
| 23        | Paper Clamp 19mm/3/4 inches 12/box branded  | Box           | 150 | 20.00     | 3,000.00  |
| 24        | Paper Clamp 32mm/1 1/4 inches 12/box branded  | Box           | 150 | 35.00     | 5,250.00  |
| 25        | Paper Clamp 51mm/ 2 inches 12/box branded   | Box           | 150 | 85.00     | 12,750.00 |
| 26        | Indelible Marker Black Low Odor, non-toxic permanent marker, Suitable for paper, metal, glass, plastic etc. Approximate 5.0 mm chisel tip branded | Box           | 20  | 480.00    | 9,600.00  |
| 27        | Indelible Marker Blue Low Odor, non-toxic permanent marker, Suitable for paper, metal. Glass, plastic etc. Approximate 5.0 mm chisel tip branded  | Box           | 20  | 480.00    | 9,600.00  |
| 28        | Erasable Marker Black 12/box quick dry with ketone-based ink branded  | Box           | 20  | 480.00    | 9,600.00  |
| 29        | Erasable Marker Blue 12/box quick dry with ketone- based ink branded  | box           | 20  | 480.00    | 9,600.00  |
| 30        | RECORD BOOK 6.9 x 11.2in 300 PAGES Branded  | book          | 100 | 200.00    | 20,000.00 |
| 31        | RECORD BOOK 6.9 x11.2in 500 PAGES Branded   | book          | 100 | 235.00    | 23,500.00 |
| 32        | Box Cutter Knife 18mm L-shape, Rust Free  | Pc            | 100 | 115.00    | 11,500.00 |
| 33        | PUSH PIN 50s ASSORTED COLOR W WINDOW  | pack          | 50  | 20.00     | 1,000.00  |
| 34        | RUBBERBAND BIG 8x8x20cm 350GMS Branded  | box           | 50  | 170.00    | 8,500.00  |
| 35        | GLUE STICK 6GRM ALL PURPOSE   | pc            | 50  | 21.00     | 1,050.00  |
| 36        | Correction Tape 5mmx8m, 0.025kg, 12x5x17cm light and handy, non-toxic, odorless   | pc            | 50  | 30.00     | 1,500.00  |
| 37        | Destapler 1.5in (3.8cm) long  | pc            | 200 | 15.00     | 3,000.00  |
| 38        | Stapler, 9949-1 Stapler with Staple Remover   | Pc            | 100 | 115.00    | 11,500.00 |
| 39        | Pencil black lead core (3mm core), L 175mm, wood casing, suitable for use on all paper surfaces w/ eraser   | box           | 50  | 100.00    | 5,000.00  |
| 40        | Special Paper, Neon Color Glossy Special Paper  | sheet         | 50  | 10.00     | 500.00    |

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

*Roger James Da Silva*  
Signature Over Printed Name of Supplier / Date

Funds Available:

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

OBR :

Approved Budget for the Contract : 727,530.40



## TERMS AND CONDITIONS

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CONFIRME:

Roger James Da Silva  
SIGNATURE OVER PRINTED NAME

Authorized Representative dec 02, 2022  
IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of GOLD 7 INTERNATIONAL TRADING CORP  
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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