



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



PO Number **2211046**

Purchase Order Date: DEC 06 2022

Procuring Unit : OFFICE OF THE CITY MAYOR	Project Number : OCM-22-OE-1025
Company Name : SKAIWEL TRADING AND SOLUTIONS INC.	Mode of Procurement : Public Bidding
Address : 2909 Suntrust Capitol Plaza Matalino St. Central 4, Quezon City	Resolution No. : 22-PB-387
Business Type : Corporation Registration #2021120036840-05	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
8	PRINTER - Epson Print Speed: up to 9.0 IPM (Black) and 4.8 IPM (Colour), Ultra High Page Yield of 4,500 pages (black), 7,500 pages (colour), maximum page size: 8.5 x 44	Unit	20	10,120.00	202,400.00
9	EXTENSION CORD - Akari 4 Gang Extension Cord, 2 Gang Multi-Purpose Socket, 2 gang universal outlet 10A, 2000W Maximum Load Capacity, Input Voltage: 230VAC 50/60Hz, 10 meter Wire	Unit	10	1,390.00	13,900.00
10	USB FLASHDRIVE - UD Sundisk Capacity: 16GB, Generation: USB 2.0	Piece	25	550.00	13,750.00
***** Nothing Follows *****					

**Total Amount :** 2,079,180.00

**Total Amount In Words (Pesos):** Two Million Seventy-Nine Thousand One Hundred Eighty Pesos Only

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



*[Handwritten Signature]*  
Signature Over Printed Name of Supplier / Date  
12/12/22

**Funds Available:**  
*[Handwritten Signature]*  
**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 2,083,090.80**

OBR : No. 2022-11-14812

**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 12 2022 and to expire on - JAN 11 2023

CONFORME:

RENDEL O SONS  
SIGNATURE OVER PRINTED NAME

General Manager  
IN THE CAPACITY OF

12/12/2022  
DATE

Duly authorized to sign this Purchase Order for and on behalf of SKATIVEL TRADING & SOLUTIONS INC.  
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)**



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**PROCUREMENT DEPARTMENT**  
 Quezon City Government



PO Number **2211046**

Purchase Order Date: **DEC 06 2022**

Procuring Unit : OFFICE OF THE CITY MAYOR ✓ Project Number : OCM-22-OE-1025 ✓  
 Company Name : SKAIWEL TRADING AND SOLUTIONS INC. ✓ Mode of Procurement : Public Bidding ✓  
 Address : 2909 Suntrust Capitol Plaza Matalino St. Central 4, Quezon City ✓ Resolution No. : 22-PB-387 ✓  
 Business Type : Corporation Registration #2021120036840-05 ✓ 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 ✓	With minimum technical specifications ✓ PAPER SHREDDER - Kobra ✓ Throat Width: 230mm, Shred Size: Straight Cut 5.8mm Security Level DIN 66399: P-20-2T-2E-2, Security Level DIN 32757: 2, Paper Capacity: 23-25 A4 70GR; 20-22 A4 80GR, shredable Material: Paper, CD/DVD, Speed: 0.025M/SEC, Noise Level: Idle / Shredding: 54/55 DBA, Waste Bin Volume: 38.5 Liters, Voltage: 230V, Power: 250 Watts, Dimension: 39cm x 30cm x 59cm, Net/Gross Weight: 11/12KG	Unit ✓	4 ✓	33,500.00 ✓	134,000.00 ✓
2 ✓	MONO COPIER - Fuji ✓ Type: Console, Memory Capacity: 2GB (max.) Hard Disk Capacity: 160GB or Larger (Usable Space: 40GB), Scan Resolution: 600 x 600 DPI, Warm Up Time: 33 Seconds or Less; Original Size: Maximum of 297mm x 432mm, Max. Paper Size: A3, 11 inches x 17 inches, Min. Paper Size: A5 (By Pass Tray: Postcard (100mm x 148mm), Envelope (120mm x 235mm), Paper Weight (Paper Tray 1): 60 to 105 GSM, Dimension: W 596mm x D 640mm x H 1115mm, with Two Tray Module ✓	Unit ✓	1 ✓	135,750.00 ✓	135,750.00 ✓
3 ✓	HI-SPEED SCANNER - Fujitsu ✓ Scan Speed: 80 PPM/160 IPM, Optical Resolution: 600 DPI, Automatic Document Feeder: 80 Sheets Maximum Document Size: 8.3 x 220 inches, Type: Automatic Document Feeder (ADF), Maximum Resolution: 600 DPI (Optical), Color Depth: 24-Bit (External), Grayscale Depth: 8-Bit (Internal), Light Source: LED, Scan Speed: Simplex Speed (80 PPM in Color), Duplex Speed: 160 IPM in Color, Media Weight: 7 to 110 GSM, Dimensions (W x H x D): 11.8 inches x 6.4 inches x 6.7 inches / 30cm x 16.3cm x 17cm ✓	Unit ✓	7 ✓	168,700.00 ✓	1,180,900.00 ✓
4 ✓	SCANNER - Epson ✓ Scanner Type: A4 Flatbed Colour Image Scanner with ADF	Unit ✓	1 ✓	45,050.00 ✓	45,050.00 ✓

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

Signature Over Printed Name of Supplier / Date

OBR: No. 2022-11-14818

Funds Available:

**RUBY G. MANANGU**  
 City Accountant

Approved Budget for the Contract : 2,083,090.80 ✓

**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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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 12 2022 and to expire on - JAN 11 2023

CONFORME:

MEMBE SOLIS  
SIGNATURE OVER PRINTED NAME

General Manager  
IN THE CAPACITY OF

12/12/2022  
DATE

Duly authorized to sign this Purchase Order for and on behalf of SKATVEL TRADING & SOLUTIONS INC.  
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
5	Sensor Type: Contact Image Sensor (CIS) Flatbed Scanning Method: Fixed Document and Moving Carriage Light Source: RGB LED, Optical Resolution: 1200 x 1200 DPI, Output Resolution: 50-1200 DPI (in 1 DPI Increments), Bit depth: Input -10 Bits / Pixel, Output -8 Bits / Pixels, Minimum Document Size: 89mm x 127mm (ADF Simplex), 89mm x 170mm (ADF Duplex); Max 216mm x 297mm (Flatbed) 215.9 x 304.8mm (ADF Simplex), Daily Scan Volume: up to 1,500 pages / day EXTERNAL HARDRIVE - Seagate HDD Size: 2.5 inches, HDD Capacity: 4000GB, USB Data Transfer Rates: 5000 Mbit/S, USB Connector: Micro-USB B, USB Version: 2.0/3.2 Gen 1, Output Resolution: 50-1200 DPI (IN 1 DPI Increments) Bit Depth: Input - 10 Bits/pixel, output-8 Bits/Pixels Min. Document Size: 89x127mm (ADF Simplex), 89 x 170mm (ADF Duplex); Max 216 x 297mm (Flatbed) 215.9 x 3,408mm (ADF Simplex) Daily Scan Volume: up to 1,500 pages/day	Unit	5	9,350.00	46,750.00
6	UPS - APC Output- Max. Configurable Power (Watts) , 600 Watts/ 1.0KVA, Output Frequency (Sync to Mains) 50/60Hz +/- Hz Unsynchronized Input, Input Frequency: 50/60Hz +/- 5Hz Auto Sensing Input Voltage Range for Main Operations 170-280V, Nominal Battery: 12V, Expected Battery Life: (3-5) Years, Typical recharge time: 8 hours, Battery Type: Lead-Acid Battery	Unit	20	8,259.00	165,180.00
7	SIGNATURE PAD - Signotec Size of Signing Area: 4 inches (10.5cm) without LCD, Active Signing Area: 92mm x 47mm Dimensions: 160mm x 120mm x 10mm, Connection: USB, Resolution: 4096 C 4096 Pixel Absolute 2214 x 1130 PPI, Surface: Special Surface with Wear Protection	Unit	10	14,150.00	141,500.00

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

*Remiel O. Dore* 12/02/22  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**OBR :**

**Approved Budget for the Contract : 2,083,090.80**

**TERMS AND CONDITIONS**

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15. This contract shall also serve as **Notice to Proceed**, to take effect on DEC 12 2022 and to expire on - JAN 11 2023

CONFORME:

<p><u><i>[Signature]</i></u> SIGNATURE OVER PRINTED NAME</p>	<p><u>General Manager</u> IN THE CAPACITY OF</p>	<p><u>12/12/2022</u> DATE</p>
<p>Duly authorized to sign this Purchase Order for and on behalf of <u>SKATINEL TRADING &amp; SOLUTIONS INC.</u> COMPANY NAME</p>		

**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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