



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2211076**

Purchase Order Date: **NOV 24 2022**

Procuring Unit : HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number : HRMD-22-CS1-1623
Company Name : IJM ENTERPRISES AND SERVICES INC.	Mode of Procurement : 53.9
Address : 39 Peso St., Phase 8 North Fairview, Quezon City	Resolution No. : 22-A-458
Business Type : Corporation Registration #CS201011617	TIN Number : 007-826-193-000
	Contact Number : 09088110807

Sir/Madam:
Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : Human Resource Management Department
Delivery Schedule : Upon Request by the End-User Until December 31, 2022
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
4	350ml Food and Drinks for Meetings in Preparation of Training/Orientation A.M. Snack/P.M Snack Choices of Pasta or sandwich or burger, side dish (scalloped potatoes, Glazed carrots, Macaroni salad, Coleslaw, French fries, Hash brown, Macaroni soup, Pumpkin soup, Mushroom Soup, Crab and Corn soup, chicken soup, Dinner rolls/bread Garlic bread, Toasted bread/butter, Green salad, Baked beans, Assorted fruits, Seasonal fresh fruit, Mashed potatoes, Potato salad, Sautéed Mushrooms, Cucumber's with pill, Fruit salad), and bottled water 350ml	Pax	20	142.00	2,840.00
5	Training Materials Ballpen, Black	Pc	360	10.00	3,600.00
6	Brown Envelope w/ Plastic Envelope	Pc	360	10.00	3,600.00
7	Parchment Paper (For Certificate) cream, letter size, 10 pieces/pack 180gsm	Pack	30	220.00	6,600.00
8	Certificate Holder size 9.5 x 12.5 inches ***** Nothing Follows *****	pc	3	50.00	150.00
Total Amount :					65,990.00

Total Amount In Words (Pesos): Sixty-Five Thousand Nine Hundred Ninety Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



Mania Lourdes Leonor B. Holtero
Signature Over Printed Name of Supplier / Date 11/28/22

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : 100 . 2022 - 11 - 14468

Approved Budget for the Contract : 66,938.40

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 NOV 28 2022 and to expire on -

CONFORME:

Maria Lourdes Lemor B. Holten
SIGNATURE OVER PRINTED NAME

Corporate Secretary
IN THE CAPACITY OF

11/28/22
DATE

Duly authorized to sign this Purchase Order for and on behalf of JSM Enterprises and Services 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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2	Lunch Choices of Beef or pork or chicken or fish dish, vegetable dish (Sautéed pechay, Tokwa with pechay, sautéed French beans, Cauliflower, Broccoli with beef, sautéed coleslaw, Roasted Asparagus, Baked beans, Corn and carrots, Roasted cauliflower, Sautéed mixed vegetable, Steamed Broccoli with mushroom, Ginataang Sitaw at kalabasa, sautéed Togue), steamed rice, dessert (Apple Pie, Brownies, Muffin, Assorted Cake slices, Cupcake (Chocolate/Vanilla), Muffin, Banana bread, Pudding, Chocolate chip Cookies, cheese cake, Waffle, Egg pie, Tarts, Chocolate Mousse, Pecan Pie), and bottled water 350ml	Pax	30	220.00	6,600.00
3	P.M. Snack Choices of Pasta or sandwich or burger, side dish (Scalloped potatoes, Glazed carrot, Macaroni salad, Coleslaw, French fries, Hash brown. Macaroni Soup, Pumpkin soup, Mushroom Soup, Crab and corn soup, chicken soup, Dinner rolls/bread Garlic bread, Toasted bread/butter, Green salad. Baked beans. Assorted fruits, Seasonal fresh fruit, Mashed potatoes. Potato salad, Sautéed Mushrooms, Cucumber's will pill, Fruit salad), and bottled water	Pax	150	142.00	21,300.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Manila Bourdes Leonor B. Holicw 11/28/22
 Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR : *PO-2022-11-14468*

Approved Budget for the Contract : 66,938.40

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Mania Lourdes Lemor B. Holten
SIGNATURE OVER PRINTED NAME

Corporate Secretary
IN THE CAPACITY OF

11/28/22
DATE

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COMPANY NAME

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