



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2211126**

Purchase Order Date: **DEC 15 2022**

Procuring Unit : **QUEZON CITY UNIVERSITY** Project Number : **QCU-22-OSD-1161**
Company Name : **CONG GENERAL MERCHANDISE** Mode of Procurement : **Public Bidding**
Address : **Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City** Resolution No. : **22-PB-446**
Business Type : **Sole Proprietorship Registration #2932270** TIN Number : **236-035-022-00000**
Contact Number : **09266814102**

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
146	Tape - transparent, 24mm (1 inch), 30m	Roll	20	45.00	900.00
147	Paper Clip - 50mm, vinyl/plastic coated, 100's/box	Box	10	39.00	390.00
148	Record Book - 500 pages, hard cover	Piece	2	245.00	490.00
149	Tape - packaging, 48mm (2 inches)	Roll	8	30.00	240.00
150	Specialty Paper - vellum board, letter size, 220gsm, 100's/pack	Pack	50	41.00	2,050.00
151	White Board - magnetic dry erase, 8.5 inches x 11 inches, plastic frame	Piece	3	486.00	1,458.00

***** Nothing Follows *****

Total Amount : 993,107.00

Total Amount In Words (Pesos): Nine Hundred Ninety-Three Thousand One Hundred Seven Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



MARCO H. QUINTOS / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,004,919.06

OBR : 100-2022-11 14976

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. AWARDDEE 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 AWARDDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
3. AWARDDEE 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 AWARDDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE 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 AWARDDEE 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 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.
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 16 2022 and to expire on - JAN 15 2023.

CONFORME:

MARCO A. QUINTOS
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

12-16-2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG GENERAL MERCHANDISE
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 **2211126**

Purchase Order Date: **DEC 15 2022**

Procuring Unit	: QUEZON CITY UNIVERSITY	Project Number	: QCU-22-OSD-1161
Company Name	: CONG GENERAL MERCHANDISE	Mode of Procurement	: Public Bidding
Address	: Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City	Resolution No.	: 22-PB-446
Business Type	: Sole Proprietorship Registration #2932270	TIN Number	: 236-035-022-00000
		Contact Number	: 09266814102

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
	ADMINISTRATIVE SUPPORT SERVICES PROGRAM				
1	Arch File Folder- legal, 2 inches, 2 rings, made of chipboard, lockable front cover	Piece	45	250.00	11,250.00
2	Ballpen - crystal tech, black, 25 pieces/box	Box	12	180.00	2,160.00
3	Chalk - white, enamel, molded, dustless, 12 pieces/box	Box	54	15.00	810.00
4	Clearbook - long, plastic, 20 sheets, refillable	Piece	32	100.00	3,200.00
5	Clip, foldback - 19mm (3/4 inch), metal, 12pieces/box	Box	39	10.00	390.00
6	Clip, foldback - 25mm (1 inch), metal, 12pieces/box	Box	41	18.00	738.00
7	Corkboard - thick resilient cork with plywood backing, 2ft. x 3ft.	Piece	3	600.00	1,800.00
8	Data File Box - horizontal, legal, single, closed ends, made of chipboard	Piece	315	80.00	25,200.00
9	Data File Box - double, hardbound	Piece	20	220.00	4,400.00
10	Data Folder / Ring Binder - made with chipboard, taglia lock - 4 inches	Piece	25	120.00	3,000.00
11	Data Folder / Ring Binder - made with chipboard, taglia lock - 2 inches	Piece	40	190.00	7,600.00
12	Dating and Stamping Machine - S-69 Dater Received Stamp	Piece	15	400.00	6,000.00
13	Envelope - expanding, plastic, legal	Piece	25	25.00	625.00
14	Eraser, - rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	Piece	50	10.00	500.00
15	File Tab Divider - A4, 5 colors/set	Set	64	20.00	1,280.00
16	File Tab Divider - legal, 5 colors/set	Set	94	20.00	1,880.00
17	Folder pressboard - legal, 100's/box	Box	16	2,200.00	35,200.00
18	Laminating Film - box of 100's - 222mm x 337mm (legal) - 250 mic.	Box	1	1,500.00	1,500.00
19	Magazine File Box - large, vertical, open end, chipboard	Piece	35	50.00	1,750.00
20	Marker- permanent, broad type, black	Piece	50	35.00	1,750.00
21	Marker- permanent, bullet type, red	Piece	48	20.00	960.00
22	Marker- whiteboard, blue	Piece	38	18.00	684.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARCO H. GUINTOS / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100- 222- 11- 149

Approved Budget for the Contract : 1,004,919.06

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 16 2022 and to expire on - JAN 15 2023.

CONFORME:

MARCO A. QUINTO

SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

12-16-2022

DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG. GENELINE MEX CHAN DISE
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 **2211126**

Purchase Order Date: **DEC 15 2022**

Procuring Unit : **QUEZON CITY UNIVERSITY** Project Number : **QCU-22-OSD-1161**
Company Name : **CONG GENERAL MERCHANDISE** Mode of Procurement : **Public Bidding**
Address : **Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City** Resolution No. : **22-PB-446**
Business Type : **Sole Proprietorship Registration #2932270** TIN Number : **236-035-022-00000**
Contact Number : **09266814102**

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
23	Marker- whiteboard, red	Piece	58	18.00	1,044.00
24	Meter Stick - divided in millimeters on one side and eighths of an inch on the other side. Made of hardwood with multiple coats of clear lacquer finish. 1 inch wide, 1/4 inch thick and includes metal ends.	Piece	2	30.00	60.00
25	Notepad 3 x 4 - stick on, 3 x 4, 100 sheets	Pad	65	100.00	6,500.00
26	Notepad 2 x 3 - stick on, 2 x 3, 100 sheets	Pad	65	15.00	975.00
27	Parchment Paper - 90 gsm, size: 8 inches (w) x 11 (l) inches, 10's/pack, color: white/natural	Pack	52	120.00	6,240.00
28	Paper Clip - 33mm, vinyl/plastic coated	Box	66	15.00	990.00
29	Paper Tray - legal, 3 Layer duramental, black	Piece	10	680.00	6,800.00
30	Photo Paper - 20 sheets/pack, 4R size, 260gsm waterproof, for all types of inkjet	Pack	50	240.00	12,000.00
31	Plastic Cover - 90cm x 120cm, #16, thick	Yard	40	170.00	6,800.00
32	Rubber Band - 70mm min lay flat length (#18)	Box	21	80.00	1,680.00
33	Printing Calculator - mini-printer, 12 digits, 1.6 line-per-second printing, line printing, tax calculation, currency exchange function, cost/sell/margin, function command signs: A symbol (+, -, x, ÷) on the display indicates the status of operation you are currently performing. Dimensions: H x W x L (1-5/8 inches x 4 inches x 7-5/8 inches) Accessories: IR-40 (Ink Roll) Paper Width 2 1/4 Inch, Ink Type - Ink Roll, Weight: 340g, Power Supply: AC Adapter (AD-A60024 Included) or 4-AA Batteries (optional)	Unit	3	900.00	2,700.00
34	Sintra Board - 3.0mm, matte, over-lamination	Piece	25	750.00	18,750.00
35	Stapler - binder type, heavy duty	Unit	7	500.00	3,500.00
36	Sticker Paper - matte, A4, white, 10's/pack	Pack	45	50.00	2,250.00
37	Tape masking, 48mm (2 inches)	Roll	75	75.00	5,625.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARCO A. GUINTO / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 1,004,919.06

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 16 2022 and to expire on - JAN 15 2023

CONFORME:

MARCO H. QUINTON
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

12-16-2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG. GENERAL MERCHANDISE
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 **2211126**
Purchase Order Date: DEC 15 2022

Procuring Unit : QUEZON CITY UNIVERSITY
Company Name : CONG GENERAL MERCHANDISE
Address : Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City
Business Type : Sole Proprietorship Registration #2932270
Project Number : QCU-22-OSD-1161
Mode of Procurement : Public Bidding
Resolution No. : 22-PB-446
TIN Number : 236-035-022-00000
Contact Number : 09266814102

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
38	Arch File Folder legal - 2 inches, 2 rings, made of chipboard, lockable front cover	Piece	145	120.00	17,400.00
39	Ballpen - crystal tech, black, 25 pieces/box	Box	10	150.00	1,500.00
40	Clip, foldback - 19mm (3/4 inch), metal, 12 pieces/box	Box	78	25.00	1,950.00
41	Clip, foldback - 25mm (1 inch), metal, 12 pieces/box	Box	54	10.00	540.00
42	Carbon Film - long, black, 100's/pack	Pack	4	200.00	800.00
43	Chalk - white, enamel, molded, dustless, 12's/box	Box	84	25.00	2,100.00
44	Clearbook - long, plastic, 20 sheets, refillable	Piece	60	80.00	4,800.00
45	Cutting Matt - green, 11-3/4 inches x 16-1/2 inches	Piece	2	280.00	560.00
46	Data File Box - made with chipboard, closed ends, legal	Piece	205	201.00	41,205.00
47	Dating and Stamping Machine -S-69 Dater Received Stamp	Piece	13	500.00	6,500.00
48	Envelope - expanding, plastic, legal	Piece	150	30.00	4,500.00
49	Eraser - rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	Piece	50	45.00	2,250.00
50	File Tab Divider - A4, 5 colors/set	Set	40	25.00	1,000.00
51	File Tab Divider - legal, 5 colors/set	Set	65	40.00	2,600.00
52	Folderpressboard - legal, 100's/box	Box	74	1,850.00	136,900.00
53	Magazine File Box - large, vertical, open end, chipboard	Piece	23	55.00	1,265.00
54	Marker - permanent, bullet type, red	Piece	77	23.00	1,771.00
55	Marker- whiteboard, blue	Piece	77	18.00	1,386.00
56	Marker- whiteboard, red	Piece	77	18.00	1,386.00
57	Notepad - stick on, 2 x 3, 100 sheets	Pad	34	24.00	816.00
58	Notepad - stick on, 3 x 4, 100 sheets	Pad	46	79.00	3,634.00
59	Parchment Paper - 90 gsm, size: 8 inches (w) x 11 inches (l) inches, 10's/pack, color: white/natural	Pack	21	133.00	2,793.00
60	Paper Clip - 33mm, vinyl/plastic coated	Box	56	39.00	2,184.00
61	Paper Clip - 50mm, vinyl/plastic coated	Box	76	20.00	1,520.00
62	Push Pin - 100's, assorted color	Pack	10	32.00	320.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARCO H. QUINTAL / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 1,004,919.06

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 16 2022 and to expire on - JAN 15 2023

CONFORME:

MARCO H. QUINTUS
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

12-16-2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of CANG GENERAL MERCHANTS
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 **2211126**

Purchase Order Date: **DEC 15 2022**

Procuring Unit : QUEZON CITY UNIVERSITY
Company Name : CONG GENERAL MERCHANDISE
Address : Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City
Business Type : Sole Proprietorship Registration #2932270
Project Number : QCU-22-OSD-1161
Mode of Procurement : Public Bidding
Resolution No. : 22-PB-446
TIN Number : 236-035-022-00000
Contact Number : 09266814102

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
63	Rubber Band - 70mm min lay flat length (#18)	Box	45	132.00	5,940.00
64	Ruler Metal - 12 inches, stainless steel	Piece	18	85.00	1,530.00
65	Tape packaging - 48mm (2 inches)	Roll	52	30.00	1,560.00
66	Tape transparent - 24mm (1 inch), 30m	Roll	89	45.00	4,005.00
STUDENT SUPPORT SERVICES PROGRAM					
67	Ballpen - crystal tech, 0.7mm, black, 25 pieces/box	Box	13	150.00	1,950.00
68	Card Identification - Identification Card PVC gloss type white, 30 mil thickness 54mmx86mm, 250's/box	Box	15	1,700.00	25,500.00
69	Cartolina - white, bristol board; size 572mm x 724mm (-3mm); 100gsm; 0.12mm thickness; non-bleed, non-feathering and non-blot, suitable for marking pen and drawing ink; 50 pieces/pack	Pack	10	480.00	4,800.00
70	Clear Plastic - plastic, clear cover, gauge #5, length : 50m width : 1.2 meter or 48 inches	Roll	20	3,100.00	62,000.00
71	Clearbook - long, plastic, 20 sheets, refillable	Piece	62	50.00	3,100.00
72	Clip, foldback - 19mm (3/4 inch), metal, 12 pieces/box	Box	30	38.00	1,140.00
73	Clip, foldback - 25mm (1 inch), metal, 12 pieces/box	Box	30	48.00	1,440.00
74	Clip, bulldog - metal clip 3 inches, 4cm x 7cm x 40cm, 12's/box	Box	3	216.00	648.00
75	Correction Pen - Quick Dry Pen 7ml, Metal Tip	Tube	5	189.00	945.00
76	Data File Box - made with chipboard, closed ends, legal	Piece	50	201.00	10,050.00
77	Archfile/Data Folder - legal, 2 inches, 2 rings, made of chipboard, lockable front cover	Piece	48	149.00	7,152.00
78	Dating and Stamping Machine, S-69 Dater Received Stamp	Piece	16	250.00	4,000.00
79	Document Tray - legal, 3 layer durametal black	Piece	12	700.00	8,400.00
80	Envelope - expanding, plastic, polypropylene plastic; secure heat-sealed joints; with elastic strap; size (LxW) (min): 380mm x 260mm; thickness: 0.50mm (min.); expansion: 30mm (min.); assorted colors	Piece	255	42.00	10,710.00
81	Eraser, rubber length 4.1 cm, Width 1.1 cm, Height 1.9 cm	Piece	19	15.00	285.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARCO H. QUINTOS / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 1,004,919.06

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 16 2022 and to expire on - JAN 15 2023.

CONFORME:

MARCO A. QUINTOS

SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

12-16-2022

DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG. GENERAL MERCHANDISE
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 **2211126**

Purchase Order Date: **DEC 15 2022**

Procuring Unit : **QUEZON CITY UNIVERSITY** Project Number : **QCU-22-OSD-1161**
Company Name : **CONG GENERAL MERCHANDISE** Mode of Procurement : **Public Bidding**
Address : **Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City** Resolution No. : **22-PB-446**
Business Type : **Sole Proprietorship Registration #2932270** TIN Number : **236-035-022-00000**
Contact Number : **09266814102**

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
82	Magazine File Box - large, vertical, open end, chipboard	Piece	30	121.00	3,630.00
83	File Organizer - expanding plastic material, with 12 inside pockets with index tab Legal Size, with elastic strap, 50 pieces per box	Box	5	117.00	585.00
84	File Tab Divider - A4, 5 colors/set	Set	36	40.00	1,440.00
85	File Tab Divider - legal, 5 colors/set	Set	36	40.00	1,440.00
86	Folder Arch File - 3 inches- long (side clip), any color	Piece	25	300.00	7,500.00
87	Folder - pressboard, heavy duty paper board; size: 369mm x 242mm (-5mm); thickness: 0.40mm (min); basis weight: 312 gsm (min); color: cream, green or maroon, etc. accordion-pleat gusset: latex paper/PVC bookbinder/ book cloth/ paper cloth; 100 pieces per box	Box	44	1,100.00	48,400.00
88	Glue Padding - padding glue, 250grams/bottle, for binding	Bottle	5	152.00	760.00
89	Glue Stick - extra strength, safe, acid free and non-toxic, clear and colorless when dry, applies smoothly without clamps, handy twist-up applicator 25g	Stick	36	96.00	3,456.00
90	Linen Board - for certificates, 8-1/2 inches x 11 inches, 220gsm board, pastel color, 10's/pack	Pack	50	120.00	6,000.00
91	Looseleaf Cover - legal size, 45mm thickness of 70 gsm, 50 sets per bundle	Bundle	3	1,074.00	3,222.00
92	Magnetic Whiteboard, 2 x 3 feet with aluminum frame	Piece	12	820.00	9,840.00
93	Marker - permanent, bullet type, red	Piece	26	42.00	1,092.00
94	Marker- permanent, broad/chisel tip, multi-color	Piece	24	67.00	1,608.00
95	Marker- whiteboard, blue	Piece	3	37.00	111.00
96	Marker- whiteboard, red	Piece	3	37.00	111.00
97	Notepad - stick on, 2 x 3, 100 sheets	Pad	30	26.00	780.00
98	Notepad - stick on, 3 x 4, 100 sheets	Pad	30	79.00	2,370.00
99	Paper Clip - 33mm, vinyl/plastic coated	Box	48	20.00	960.00
100	Paper Clip - 50mm, vinyl/plastic coated	Box	48	40.00	1,920.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARCO H. QUINTOS / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 1,004,919.06

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 16 2022 and to expire on - JAN 15 2023

CONFORME:

MARCO A. QUINTO
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

12-16-2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG GENERAL MERCHANDISE
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 **2211126**

Purchase Order Date: **DEC 15 2022**

Procuring Unit : **QUEZON CITY UNIVERSITY** Project Number : **QCU-22-OSD-1161**
Company Name : **CONG GENERAL MERCHANDISE** Mode of Procurement : **Public Bidding**
Address : **Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City** Resolution No. : **22-PB-446**
Business Type : **Sole Proprietorship Registration #2932270** TIN Number : **236-035-022-00000**
Contact Number : **09266814102**

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
101	Parchment Paper - 90 gsm, size: 8 (w) inches x 11 (l) inches, 10's/pack, color: white/natural	Pack	2	133.00	266.00
102	Photo Paper - glossy, 20's, A4 (210mm x 297mm), 200 gsm, suitable for all modern inkjet printer	Pack	22	290.00	6,380.00
103	Plastic Cover - 13.50 x 10m, gauge 4	Roll	31	200.00	6,200.00
104	Puncher - 3-holes, heavy duty	Piece	1	3,031.00	3,031.00
105	Push Pin - 100's, assorted color	Pack	7	45.00	315.00
106	Ring Binder - plastic, 25mm, 5's/pack	Pack	5	264.00	1,320.00
107	Ring Binder - plastic, 50mm, 5's/pack	Pack	5	405.00	2,025.00
108	Rubber Band - 70mm min lay flat length(#18)	Box	15	110.00	1,650.00
109	Smart Card - contactless smart cards, CR80 x 8mm, 200 cards/box	Box	10	16,000.00	160,000.00
110	Special Paper - linen board, 220gsm for certificates, 8-1/2 inches x 11 inches, 220gsm board, pastel color, 10's/pack	Pack	50	77.00	3,850.00
111	Stamp Pad Ink - black, 30ml	Bottle	4	41.00	164.00
112	Stapler- binder type heavy duty, 200 sheets (23/6, 23/8, 23/10)	Piece	2	5,500.00	11,000.00
113	Stapler- binder type, heavy duty	Piece	10	1,100.00	11,000.00
114	Sticker Paper - A4, neon colors, 10's/pack	Pack	10	216.00	2,160.00
115	Sticker Paper - A4, white 10's/pack, matte	Pack	27	83.00	2,241.00
116	Tape Dispenser - handheld, metal, for 2 inches	Piece	6	168.00	1,008.00
117	Tape Double Sided - all weather, heavy duty, 24mm x 2.0m	Roll	7	766.00	5,362.00
118	Tape Double Sided - strong for multiple bonding, easy to peel liner, 3 inches card core, 18mm x 10Y x 80UM	Roll	6	81.00	486.00
119	Tape Double Sided - foam type, super strong, VHB Double sided adhesive, waterproof, heavy duty, original, 20mm	Roll	6	291.00	1,746.00
120	Tape - masking, 48mm (2 inches)	Roll	51	150.00	7,650.00
121	Tape - packaging, 48mm (2 inches)	Roll	41	75.00	3,075.00
122	Tape - transparent, 24mm (1 inch)	Roll	51	47.00	2,397.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARCO H. GUINTOS / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 1,004,919.06

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 16 2022 and to expire on - JAN 15 2023.

CONFORME:

MARCO H. QUINTOS

SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

12-16-2022

DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG GENERAL MERCHANDISE
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 **2211126**

Purchase Order Date: **DEC 15 2022**

Procuring Unit : **QUEZON CITY UNIVERSITY** Project Number : **QCU-22-OSD-1161**
Company Name : **CONG GENERAL MERCHANDISE** Mode of Procurement : **Public Bidding**
Address : **Unit 206 Margarita Bldg., 28 Matalino St., Brgy. Central, Quezon City** Resolution No. : **22-PB-446**
Business Type : **Sole Proprietorship Registration #2932270** TIN Number : **236-035-022-00000**
Contact Number : **09266814102**

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
	RESEARCH, EXTENSION PLANNING & LINKAGES PROGRAM				
123	Clip, foldback - 19mm (3/4 inch), metal, 12 pieces/box	Box	8	14.00	112.00
124	Clip, foldback - 25mm (1 inch), metal, 12 pieces/box	Box	8	21.00	168.00
125	Cutting Matt - green, 11-3/4 inches x 16-1/2 inches	Piece	2	280.00	560.00
126	Data File Box - horizontal, legal, single, closed ends, made of chipboard	Piece	20	104.00	2,080.00
127	Data Folder - legal size	Piece	15	76.00	1,140.00
128	Folder - expandable, pressboard, legal	Piece	100	40.00	4,000.00
129	Folder - fancy, legal, 50's/bundle	Bundle	4	395.00	1,580.00
130	Laminating Film - 9 inches x 50 meters, 250 mic.	Roll	1	1,000.00	1,000.00
131	Marker- permanent, bullet type, red	Piece	10	23.00	230.00
132	Marker- whiteboard, blue, felt, bullet type	Piece	20	18.00	360.00
133	Marker - whiteboard, red, felt, bullet type	Piece	10	18.00	180.00
134	Parchment Paper - 90gsm, size: 8 (w) inches x 11 (l) inches, 10's/pack, color: white/natural	Pack	20	133.00	2,660.00
135	Paper - A3 size, multi-copy, 70gsm (500 pieces/ream)	Ream	10	300.00	3,000.00
136	Paper Clip - 33mm, vinyl/plastic coated 100's/box	Box	20	20.00	400.00
137	Photo Paper - glossy, 20's, A4 (210mm x 297mm), 180gsm	Pack	50	165.00	8,250.00
138	Photo Paper - glossy, 20's, A4 (210mm x 297mm), 220gsm	Pack	50	170.00	8,500.00
139	Photo Paper - glossy, double-sided, A4 (210mm x 297mm) 80gsm, 50 sheets/pack	Pack	75	120.00	9,000.00
140	Photo Paper - A3 size, waterproof, 20 pieces per pack	Pack	20	480.00	9,600.00
141	Ring Binder Folder - lever arch file, A4-size, 2 holes/ring	Piece	20	175.00	3,500.00
142	Ring Binder Folder - lever arch file, legal-size, 2 holes/ring	Piece	20	200.00	4,000.00
143	Sticker Paper - glossy photo, A4, white, 20's/pack	Pack	50	200.00	10,000.00
144	Notepad - stick on, 3 x 4, 100 sheets	Pad	15	130.00	1,950.00
145	Tape - masking, 48mm (2 inches)	Roll	12	111.00	1,332.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARCO H. QUINTAL / 12-16-2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 1,004,919.06

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 16 2022 and to expire on - JAN 15 2023.

CONFORME:

MARCO H. QUINTA

SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

12-16-2022

DATE

Duly authorized to sign this Purchase Order for and on behalf of CONG GENERAL MERCHANDISE
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)