



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2211041**

Purchase Order Date: **DEC 15 2022**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE ✓	Project Number	: QCDRRMO-22-OSD-1503 ✓
Company Name	: XAVIER XEAN GENERAL MERCHANDISE ✓	Mode of Procurement	: Public Bidding ✓
Address	: 2909 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City ✓	Resolution No.	: 22-PB-391 ✓
Business Type	: Sole Proprietorship Registration #05331962 ✓	TIN Number	: 238-643-432-005 ✓
		Contact Number	: 09361974872

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 ✓	COPY PAPER Legal size (216 x 330 mm) genuine and original, thickness: 80gsm, quantity: 1 ream=500 sheets, All purpose premium paper	ream ✓	50,000	250.00	12,500,000.00
2 ✓	TONER CARTRIDGE Docucentre Model S2110 (original) black, yields: 9,000 to 10,000 capacity	cartridge	10	3,500.00	35,000.00
3 ✓	DRUM KIT Docucentre Model S2110 (original) 68,000 yields capacity, includes: image developer and waste toner components	unit ✓	2	15,000.00	30,000.00
4 ✓	DIGITAL DUPLICATOR INK BPS 150, yields up to 10,000 copies	box ✓	2,000	1,490.00	2,980,000.00
5 ✓	DIGITAL DUPLICATOR MASTER ROLL BPS 150, yields up to 180-200 pages	roll ✓	5	4,500.00	22,500.00
	***** Nothing Follows *****				

Total Amount : 15,567,500.00 ✓

Total Amount In Words (Pesos): Fifteen Million Five Hundred Sixty-Seven Thousand Five Hundred Pesos Only ✓

MA. JOSEFINA G. BELMONTE
 City Mayor



ANGELICA A. SOUS 12-22-22
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

Approved Budget for the Contract : 15,587,500.00 ✓

OBR : 200-2022-11-24 (2021)
 20401220-m-072

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 22 2022 and to expire on -

CONFORME:

JAN 21 2023
ANGELICA F. SOUS

SIGNATURE OVER PRINTED NAME

GENERAL MANAGER

IN THE CAPACITY OF

12-22-22

DATE

Duly authorized to sign this Purchase Order for and on behalf of YAVIER XEAN GEN. MERLUOSE
COMPANY NAME QUEZON CITY

SUBSCRIBED AND SWORN to before me this DEC 22 2022 day of 2022 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 WMD ID with his/her photograph and signature appearing thereon with No. DM-27474243.

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ATTY. ARL P. LIM
Notary Public for Quezon City
Notarial Commission: NP-178, 7/14/21 to 12/31/22
Roll No. 65268
PTR No. 2445159; 1-5-22
IBP OR No. 197140, 1-7-22
MCLE Compliance No. 6-0026861

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

Address: 25 Matalino St., Brgy. Central, Quezon City