



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2211108**

Purchase Order Date: **DEC 23 2022**

Procuring Unit : QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN) Project Number : QCDTRC(TAHANAN)-22-OSD-1088
Company Name : YENS OFFICE AND SCHOOL SUPPLIES TRADING Mode of Procurement : Public Bidding
Address : #23 Moses St., Metrogate Complex, Brgy. Pandayan, City of Meycauayan, Bulacan Resolution No. : 22-PB-441
Business Type : Sole Proprietorship Registration #1565450 TIN Number : 482-778-072-000
Contact Number : 09176530731

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	ADMINISTRATIVE SUPPORT PROGRAM Glue gun, 220V-240V, heavy duty, good quality, 100W, glue stick diameter: 11.2mm	unit	1	522.00	522.00
2	Glue stick, for glue gun, big, 6 pieces per pack	pack	2	135.00	270.00
3	Paper trimmer, 15 inches x 12 inches, wooden	unit	2	1,147.50	2,295.00
4	Tape, double sided, white, 18mm x 10mm	piece	20	138.37	2,767.40
5	ID case, clear B2 (126mm x 79mm) vertical	piece	600	5.80	3,480.00
6	ID lace lanyard, 3/4 inch, customized with office name and logo	piece	600	54.00	32,400.00
7	SPIRITUAL AND MORAL RECOVERY PROGRAM Specialty board paper, (color: cream), 220gsm letter size	pack	10	81.00	810.00
8	Metallic foil, assorted color, gold, silver, red and green	pack	100	47.25	4,725.00
9	Crepe paper, assorted color	piece	150	14.85	2,227.50
10	Colored paper, assorted color, 8.5 inches x 11 inches, (25's/pack)	pack	40	44.55	1,782.00
11	Manila paper, 10 sheets per pack	pack	5	59.67	298.35
12	Glue gun, 220v-240v, heavy duty, good quality, 100w, glue stick diameter: 11.2mm	piece	5	207.90	1,039.50

MA. JOSEFINA G. BELMONTE
City Mayor

KATHLEEN M. OSORIO / DEC 28, 2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2022-12-15977

Approved Budget for the Contract : 175,280.30



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Sir/Madam:

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
13	Glue stick, hot melt, 10's/pack	pack	10	152.55	1,525.50
14	Ballpen, regular black	piece	200	7.09	1,418.00
15	Ballpen, regular blue	piece	100	7.09	709.00
16	Crayon, 8 pieces per pack	pack	75	36.45	2,733.75
17	Crayon, 24 pieces per box, non-toxic	box	175	98.55	17,246.25
18	Oil pastel, 16 colors per box	box	20	116.10	2,322.00
19	illustration board, (30 inches x 40 inches) 1 whole, 760mm x 1000mm, 860gsm, 1.30mm thickness, double face (black and white), smooth finish	piece	50	122.85	6,142.50
20	Cell card/load, prepaid load for call and text card, expiry period for 1 year, 8 pieces (for 8 case managers)	piece	96	472.50	45,360.00
21	Candle, #5, advent candle, 1 white, 1 violet, 3 pink/pack, 10 inches	pack	1	365.00	365.00
22	Gina silk, lining good quality regardless of color	yard	40	52.96	2,118.40
23	External hard drive, 1 TB, 2.5 USB 3.0 slim	piece	4	3,508.70	14,034.80
24	Flash drive, 32 GB, USB 2.0 EXTENDED CARE PROGRAM	piece	15	284.70	4,270.50
25	Basic charger, with AA Rechargeable Battery pack 4 pieces, battery charger,	pack	1	1,734.75	1,734.75

MA. JOSEFINA G. BELMONTE
City Mayor

KATHLEEN M. OSORIO / DEC 28, 2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-7022-12-15977

Approved Budget for the Contract : 175,280.30



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Procuring Unit	: QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	Project Number	: QCDTRC(TAHANAN)-22-OSD-1088
Company Name	: YENS OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement	: Public Bidding
Address	: #23 Moses St., Metrogate Complex, Brgy. Pandayan, City of Meycauayan, Bulacan	Resolution No.	: 22-PB-441
Business Type	: Sole Proprietorship Registration #1565450	TIN Number	: 482-778-072-000
		Contact Number	: 09176530731

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
26	capacity up to 2000MAh, overnight charger with 2 AA eneloop, 2100 charging cycle, flat tin plug Cell card/load card, prepaid load for call and text, card expiring period 1 year ***** Nothing Follows *****	piece	48	472.50	22,680.00

Total Amount : 175,277.20
Total Amount In Words (Pesos): One Hundred Seventy-Five Thousand Two Hundred Seventy-Seven Pesos & 20/100 Only

MA. JOSEFINA G. BELMONTE City Mayor		KATHLEEN M. OSORIO / DEC 20, 2022 Signature Over Printed Name of Supplier / Date
Funds Available: RUBY G. MANANGU City Accountant	02983352 Approved Budget for the Contract : 175,280.30	OBR : 100-2022-12-15973

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 28 2022 and to expire on - JAN 27 2023

CONFORME:

KATHLEEN M. OSORIO
SIGNATURE OVER PRINTED NAME

OWNER

IN THE CAPACITY OF

DEC 28, 2022
DATE

Duly authorized to sign this Purchase Order for and on behalf of YENS OFFICE AND SCHOOL SUPPLIES TRADING
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)