



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2211120**

Purchase Order Date: **DEC 15 2022**

Procuring Unit : SCHOOLS DIVISION OFFICE	Project Number : SDO-22-JS2-595
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-449
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 :** Fifteen (15) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	Dust Mask Face mask with design, riding dust and 4 filters, 2 exhaust valves half face, Washable, Reusable, Dustproof Respirator, Dimension: 16cm x 13cm x 35cm	piece	120	30.00	3,600.00
21	Broom (Walis Tingting) Made in coconut, high quality, no black attaches to the stick, use for cleaning outdoors or indoor, lightweight, Height: 31 inches, Width: 2.5 inches	piece	50	50.00	2,500.00
22	Scrubbing Pad Nylon Scrub pad regular, Dimension: 95mm x 150mm x 8mm, heavy duty web; cleans tough; baked-on messes; efficient cleaning	piece	50	40.00	2,000.00
23	Rain Coat Material: polyester, Thickness: 18 silk, Layer: PVC coating, Color: black, blue, red, orange, & green, vinyl 48 inches length	piece	20	194.00	3,880.00
24	Boots Structure: steel head PVC rubber vamp, Color: black, Function: anti-smash, anti-puncture, wear, anti-corrosion, anti-slip, acid and alkali resistance, Drum Circumference: 38 cm with high: 3.5 cm, Material: steel head PVC material, Lining: cotton lining, Sole: steel sole, Sizes: 40-44	pair	20	324.00	6,480.00
25	Water Container Slim, Size: 8 liters, Material: plastic, Jug Type: container	piece	20	245.00	4,900.00

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

Total Amount : 200,000.00

Total Amount In Words (Pesos): Two Hundred Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
 City Mayor



KATHLEEN M. OSORIO / DEC 15, 2022
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR : 100 - 2022 - 11 - 14980

Approved Budget for the Contract : 200,000.00

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 15 2022 and to expire on -

CONFORME:

KATHLEEN M. OLORIO
SIGNATURE OVER PRINTED NAME

OWNER
IN THE CAPACITY OF

DEC 15, 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)**



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Business Type : Sole Proprietorship Registration #1565450	TIN Number :482-778-072-000
	Contact Number :09176530731

Sir/Madam:

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Delivery Schedule : Fifteen (15) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
11	floor, seal, wooden bracelet, etc. The product can help increase texture, moisture and prevent wood surface cracking. Glass Stain Remover 1 Liter, water marks remover (acid rain remover)	piece	120	81.00	9,720.00
12	Insecticide (14 oz.) Spray 400ml, insect killer / mosquito killer	piece	120	12.00	1,440.00
13	COBWEB REMOVER Material: Fiber + Metal + PVC, Size: 30cm x 5cm x 5cm, Head: 15cm, Extension: 33-81cm, Number of segments: 5 segments, Color: gray rose red, Features: Comfortable handle; Freely extendable length adjustable handle	piece	20	100.00	2,000.00
14	Rags 15 pieces / set, round, thick, absorbent	set	120	40.00	4,800.00
15	Hand Gloves Rubberized gloves, cleaning gloves, housing / latex gloves	piece	50	32.00	1,600.00
16	Toilet Bowl Cleaner 1000ml, super cleaning power kills 99.9% germs, floral and lemon scent, removes tough stains and dirt effectively, Special Feature: hypoallergenic, anti-bacterial, sulfate free, Packaging Type: plastic bottles	piece	120	100.00	12,000.00
17	Deodorant Cake 100g, Scent: melon, apple, sampaguita	piece	500	50.00	25,000.00
18	Garbage Bag Size: 37 inches x 40 inches, thick	piece	500	6.00	3,000.00
19	Rubber Toilet Pump Wood Handle Weight: 163g, Length: 42cm, Color: black and brown, rubber cup - Circumference: 40cm; Diameter: 15cm, Clears clogged toilets and drains, wood handle and black rubber cups, generates high capacity force to clear out clogs	piece	50	50.00	2,500.00

MA. JOSEFINA G. BELMONTE
 City Mayor

KATHLEEN M. OSORIO / DEC 15, 2022
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR: 100-2022-11-14980

Approved Budget for the Contract : 200,000.00



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PROCUREMENT DEPARTMENT
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Mop Handle Height: 4 feet; cotton head, durable mop head with wooden handle screw type	piece	50	441.00	22,050.00
2	Toilet Brush Creston nylon; plastic bristle, assorted color	piece	50	71.00	3,550.00
3	Feather Duster Stretch duster dust cleaner microfiber, feathers: flexible; electrostatic adsorption completely remove dust, with strong adsorption capacity, durable. Specifications: Color: blue, orange, pink, & green, Material: Microfiber, Size: from 31cm to 79cm long	piece	50	100.00	5,000.00
4	Dust Pan Plastic durable dust pan, 11 inches width x 25 inches height	piece	50	130.00	6,500.00
5	Mop Head Heavy duty, rayon	piece	120	125.00	15,000.00
6	Cleanser (Bottle) Weight: 350g, its strong cleaning powers, active germicides, and deodorizing agents help remove stubborn dirt quickly without leaving much residue.	bottle	130	68.00	8,840.00
7	Long Handle Tiger Grass Walis Tambo Whole Stem (Dimensions: 105cm x 50cm x 5cm (L x W x H) / 41.25 inches x 19.5 inches x 1.75 inches (L x W x H), Handicraft	piece	120	180.00	21,600.00
8	Powder Soap All purpose detergent, 1 kilo, high quality	piece	120	60.00	7,200.00
9	Disinfectant Bleaching solution, 1 liter, removes tough stains, odor, kills 99% viruses	piece	120	120.00	14,400.00
10	Furniture Cleaner Material: beeswax, Capacity: 300ml, Feature: used for art, furniture,	piece	120	87.00	10,440.00

MA. JOSEFINA G. BELMONTE
 City Mayor

Kathleen M. Osorio
KATHLEEN M. OSORIO / DEC 22, 2022
 Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR : 100-2022-11-149&0
Approved Budget for the Contract : 200,000.00

RJS