



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
 Quezon City Government



PO Number **2211163**

Purchase Order Date: **DEC 13 2022**

Procuring Unit : OFFICE OF THE CITY MAYOR ✓	Project Number : OCM-22-OSD-1629 ✓
Company Name : JOSLOR ENTERPRISES ✓	Mode of Procurement : Public Bidding ✓
Address : 3rd Floor, Unit 303 Margarita Bldg. 28 Matalino St. Quezon City ✓	Resolution No. : 22-PB-468 ✓
Business Type : Sole Proprietorship Registration #05588266 ✓	TIN Number : 458-795-401-00000 ✓
	Contact Number : 09270494147 ✓

**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	Sticker Paper – A4, 90gsm, 100 sheets per pack ✓	Pack ✓	2,105 ✓	655.20 ✓	1,379,196.00
2	Coin Envelopes - #8 ½, Golden Kraft, 25 pieces per pack ✓	Pack ✓	2,000 ✓	26.00 ✓	52,000.00
3	Data File Box – Color: Black, fits legal size folder with pocket label and finger ring, Dimension: 15.5 inches x 4.05 inches x 9.5 inches ✓	Piece ✓	150 ✓	201.50 ✓	30,225.00
4	Whiteboard Corkboard Combination - magnetic and aluminum frame, 18 inches x 24 inches ✓	Piece ✓	50 ✓	637.00 ✓	31,850.00
5	Whiteboard Eraser - size: 3.5 x 1.5 x 0.75 ✓	Piece ✓	50 ✓	28.60 ✓	1,430.00
6	Letterhead Legal – full color, 90gsm ✓	Ream ✓	4,000 ✓	1,950.00 ✓	7,800,000.00
7	Letterhead Short – full color, 90gsm ✓	Ream ✓	5,000 ✓	1,781.00 ✓	8,905,000.00
***** Nothing Follows *****					

**Total Amount : 18,199,701.00**

**Total Amount In Words (Pesos):** Eighteen Million One Hundred Ninety-Nine Thousand Seven Hundred One Pesos Only ✓

**MA. JOSEFINA G. BELMONTE**  
 City Mayor



*Sharmine R. Fernandez*  
 Signature Over Printed Name of Supplier / Date **12-20-22**

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

**OBR :** *NO. 2022 - 12 - OSD*

**Approved Budget for the Contract : 18,199,701.00**

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.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect.
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.
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE.
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 20 2022 and to expire on - JAN 19 2023

CONFORME:

Signature of Sharmin J. Fernandez over printed name

Authorized Representative in the capacity of

12-20-22 DATE

Duly authorized to sign this Purchase Order for and on behalf of JES for Enterprises COMPANY NAME

SUBSCRIBED AND SWORN to before me this DEC 20 2022 at QUEZON CITY, 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 TIM ID with his/her photograph and signature appearing thereon with No. 458-795-401-000

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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
MCLC Compliance No. 6-0026861
Address: 25 Matalino St., Brgy. Central, Quezon City

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to P12,500,000.00 and above only)