



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2211191**

Purchase Order Date: **DEC 23 2022**

Procuring Unit : QUEZON CITY UNIVERSITY	Project Number : QCU-22-PS2-1278
Company Name : E.N.L. TRADING	Mode of Procurement : Public Bidding
Address : Lot 5 Blk 14 Isaiah Street, Goodwill Homes II, Brgy. Bagbag, Novaliches, Quezon City	Resolution No. : 22-PB-491
Business Type : Sole Proprietorship Registration #05457046	TIN Number : 290-954-554-000
	Contact Number : 09102869555

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 : Upon request by the end-user until December 31, 2022
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
16	Paper: Matte or Uncoated Paper Pocket Folder Spread Size: Legal 18 inches x 14 3/4 inches Paper: Foldcote #15 250gsm Print: Full Color 1 Side Finish: Gloss Lamination Finish: Die Cut with Pockets	Piece	300	100.00	30,000.00
17	Notebook A5 Page Size: A5 No. of Pages: 80 Paper Inside: Book #50 70gsm Paper Cover: Foldcote #15 250gsm Print Cover: Full Color Print: Blank	Book	300	250.00	75,000.00
18	Notepad (1/4 Letter) Size: 4.25 inches x 5.5 inches Paper: Book #60 80gsm Print: Full Color 1 Side Finish: Glue Padded with Cardboard Back 100 sheets/pad Terms of Payment: Every successful delivery	Pad	500	250.00	125,000.00

Total Amount : 1,090,000.00

Total Amount in Words (Pesos): One Million, Ninety Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
 City Mayor



A. Gutierrez
MARK ALEXIS GUTIERREZ 12/23/22
 Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR : 100-2022-12-15764

Approved Budget for the Contract : 1,195,080.00

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 27 2022 and to expire on - DEC 31 2022

CONFORME: Agutay
MARK ALEXIS GUTIERREZ
 SIGNATURE OVER PRINTED NAME

Authorized Representative
 IN THE CAPACITY OF 12/27/22
 DATE

Duly authorized to sign this Purchase Order for and on behalf of E.N.L 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)



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2211191**

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Company Name : E.N.L. TRADING	Mode of Procurement : Public Bidding
Address : Lot 5 Blk 14 Isaiah Street, Goodwill Homes II, Brgy. Bagbag, Novaliches, Quezon City	Resolution No. : 22-PB-491
Business Type : Sole Proprietorship Registration #05457046	TIN Number : 290-954-554-000
	Contact Number : 09102869555

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 : Upon request by the end-user until December 31, 2022
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	QCU Research Manual . Page Size: 6 inches x 8.5 inches . No. of Pages: 104 . Paper Inside: Book #60 80gsm . Paper Cover: Foldcote #15 250gsm . Cover Finish: Matte Lamination . Print: Full Color . Finish: Soft Bound	Copy	50	1,200.00	60,000.00
2	QCU Extension Manual . Page Size: 6 inches x 8.5 inches . No. of Pages: 88 . Paper Inside: Book #60 80gsm . Paper Cover: Foldcote #15 250gsm . Cover Finish: Matte Lamination . Print: Full Color . Finish: Soft Bound	Copy	50	1,200.00	60,000.00
3	QCU Academic Research Guide . Page Size: 6 inches x 8.5 inches . No. of Pages: 120 . Paper Inside: Book #60 80gsm . Paper Cover: Foldcote #15 250gsm . Cover Finish: Matte Lamination . Print: Full Color . Finish: Soft Bound	Copy	50	1,200.00	60,000.00
4	QCU Intellectual Property (IP) Policy Manual . Page Size: A4 . No. of Pages: 28 . Paper Inside: Book #60 80gsm . Paper Cover: Foldcote #15 250gsm . Cover Finish: Matte Lamination . Print: Full Color . Finish: Saddle Stitch (Staple)	Copy	50	1,200.00	60,000.00
5	QCU Monographs (10 series, 50 copies each) . Page Size: A4	Copy	500	300.00	150,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

MARK ALEXIS GUTIERREZ 12/27/22
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

Approved Budget for the Contract : 1,195,080.00

OBR : No. 2102 12 15704

TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
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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 27 2022 and to expire on - DEC 31 2022.

CONFORME:
MARK ALEXIS CANTIERREZ
 SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE 12/27/22
 IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of E.N.L 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. _____
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 Series of _____

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 Quezon City Government



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
6	. No. of Pages: 52 . Paper Inside: Book #60 80gsm . Paper Cover: Foldcote #15 250gsm . Cover Finish: Matte Lamination . Print: Full Color . Finish: Saddle Stitch (Staple) QCU Annual Report . Page Size: A4	Copy	250	400.00	100,000.00
7	. No. of Pages: 60 . Paper Inside: C2S #80 100gsm . Paper Cover: C2S #200 300gsm . Print: Full Color . Finish: Soft bound QCU Strategic Plan 2022-2026 . Page Size: A4	Copy	50	900.00	45,000.00
8	. No. of Pages: 72 . Paper Inside: C2S #80 100gsm . Paper Cover: C2S #200 300gsm . Print: Full Color . Finish: Soft bound QCU Research Agenda (Brochure) . Size: 9.25 inches x 16 inches	Copy	300	100.00	30,000.00
9	. Print: Full Color 2 Sides . Finish: 4-Fold . Paper: C2S #100 125gsm QCU Extension Agenda (Brochure) . Size: 9.25 inches x 16 inches	Copy	300	100.00	30,000.00
10	. Print: Full Color 2 Sides . Finish: 4-Fold . Paper: C2S #100 125gsm QCU Faculty Research Colloquium (FRC) Book of Abstracts (Vol. 1) . Page Size: A4	Copy	50	1,200.00	60,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

MARK ALEXIS GUTIERREZ 12/23/22
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR :

Approved Budget for the Contract : 1,195,080.00

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CONFORME:

MARK ALEXIS GUTIERREZ
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
IN THE CAPACITY OF

12/27/22
DATE

Duly authorized to sign this Purchase Order for and on behalf of E.H.L 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. _____.

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Page No. _____
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Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2211191**

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12	QCU S.M.I.L.E. (Brochure) . Size: 9.25 inches x 16 inches . Print: Full Color 2 Sides . Finish: 4-Fold . Paper: C2S #100 125gsm	Copy	300	100.00	30,000.00
13	QCU Brochure . Size: 9.25 inches x 16 inches . Print: Full Color 2 Sides . Finish: 4-Fold . Paper: C2S #100 125gsm	Copy	500	100.00	50,000.00
14	QCU Center for Urban Agriculture (Brochure) . Size: 9.25 inches x 16 inches . Print: Full Color 2 Sides . Finish: 4-Fold . Paper: C2S #100 125gsm	Copy	500	100.00	50,000.00
15	Student Newsletter . Size: 711mm x 578mm (full broadsheet spread) . Broadsheet . Pages: 8 Pages . Colored Pages: All Pages	Copy	50	300.00	15,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

MARK ALEXIS GUTIERREZ 12/27/22
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR :
 Approved Budget for the Contract : 1,195,080.00

Handwritten initials/signature at the bottom left corner.

TERMS AND CONDITIONS

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CONFORME:

MARK ALEXIS GUTIERREZ
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
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COMPANY NAME

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