



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2211203**

Purchase Order Date: **DEC 21 2022**

Procuring Unit : QUEZON CITY HEALTH DEPARTMENT	Project Number : HEALTH-22-OSD-1057
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-501
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
42	Record Book – 500 pages, 214mm x 278mm ✓	Piece	19	102.00	1,938.00
43	Fastener – metal, 70mm between prongs, 50 sets/box ✓	Box	16	84.00	1,344.00
44	Puncher – heavy duty, 2 hole punch, 70mm size ✓	Piece	9	133.00	1,197.00
45	Correction Tape – size: 5mm x 8m ✓	Piece	336	70.00	23,520.00
	MAINTENANCE AND OPERATION OF QC MOLECULAR DIAGNOSTIC LABORATORY ✓				
46	Record Book – 500 pages, 214mm x 278mm ✓	Piece	30	102.00	3,060.00
47	Index Card – 5 x 8, 500 pieces per pack ✓	Pack	1	140.00	140.00
	HEALTH EMERGENCY RESPONSE FOR OUTBREAKS / PANDEMIC ✓				
48	Paper Multipurpose – A4 70gsm, 500 pages ✓	Ream	300	200.00	60,000.00
49	Clip Board – size long with cover, color black ✓	Piece	150	156.25	23,437.50
50	Ballpen –0.5mm thick ball point pen ✓	Piece	2,000	6.00	12,000.00
	FAMILY PLANNING ✓				
51	Paper Multipurpose – A4 70gsm, 500 pages ✓	Ream	94	200.00	18,800.00
52	Record Book – 500 pages, 214mm x 278mm ✓	Piece	6	102.00	612.00
	NUTRITION ✓				
53	Record Book – 500 pages, 214mm x 278mm ✓	Piece	59	102.00	6,018.00
	HEALTH PROMOTION ✓				
54	Record Book – 500 pages, 214mm x 278mm ✓	Piece	4	102.00	408.00
55	Marker – twin marker, permanent with fine and broad point, color black, for labelling of slides	Piece	10	11.00	110.00
56	Puncher – heavy duty, 2 hole punch, 70mm size	Piece	1	133.00	133.00
	***** Nothing Follows *****				

Total Amount : 500,827.00

Total Amount In Words (Pesos): Five Hundred Thousand Eight Hundred Twenty-Seven Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



KATHLEEN M. OSORIO | DEC 23, 2022
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 500,827.00

OBR : 100-2022-12-15465

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 23 2022 and to expire on - JAN 07 2023.

CONFORME: [Signature]
KATHLEEN M. OSORIO
 SIGNATURE OVER PRINTED NAME

OWNER
 IN THE CAPACITY OF

DEC 23, 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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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	ADMINISTRATIVE SUPPORT SERVICES				
1	Record Book – 500 pages, 214mm x 278mm ✓	Piece	845	102.00	86,190.00
2	Laid Paper - size: 8.5 inches x 11 inches, color blue ✓	Piece	1,000	1.50	1,500.00
3	Laid Paper – 8.5 x 11, color yellow ✓	Piece	2,000	1.50	3,000.00
4	Masking Tape – 1 inch x 48mm ✓	Roll	100	55.00	5,500.00
5	Cartolina – assorted colors, 20 pieces per pack ✓	Pack	20	84.00	1,680.00
6	Index Card – 5x8, 500 pieces per pack ✓	Pack	10	140.00	1,400.00
7	Tape – transparent, width 48mm ✓	Roll	100	27.00	2,700.00
8	Correction Pen – 10ml, extra fine ✓	Piece	80	50.00	4,000.00
9	Marker – whiteboard, black, bullet type ✓	Piece	150	11.00	1,650.00
10	Marker – fluorescent, 3 pieces/set ✓	Set	70	37.00	2,590.00
11	Clip Paper – 48mm, 100 pieces/box ✓	Box	200	13.50	2,700.00
12	Tape Double Sided – white, 18mm x 10m ✓	Roll	5	55.00	275.00
13	Fastener – metal, 70mm between prongs, 50 sets/box ✓	Box	300	84.00	25,200.00
14	Flash Drive – 32GB, USB 2.0, plug and play ✓	Piece	30	1,071.00	32,130.00
15	Puncher – heavy duty, 2 hole punch, 70mm size ✓	Piece	50	133.00	6,650.00
16	Scissors – symmetrical blade, heavy duty, ✓	Pair	50	41.00	2,050.00
17	Cutter Blade – 18mm size, with lock, stainless steel blade cutter ✓	Piece	50	10.00	500.00
18	Pencil – wood, lead, with eraser ✓	Piece	100	5.00	500.00
19	Ballpen – Black, 0.5mm thick, ball point pen ✓	Piece	200	6.00	1,200.00
20	Ballpen – Blue, 0.5mm thick, ball point pen ✓	Piece	100	6.00	600.00
	ENVIRONMENTAL SANITATION ✓				
21	Marker – whiteboard, black, bullet type ✓	Piece	20	70.00	1,400.00
22	Paste – with water well paste, with plastic flat spoon paste, 200 grams/bottle ✓	Piece	10	70.00	700.00
23	Correction Tape – size: 5mm x 8m ✓	Piece	75	70.00	5,250.00

MA. JOSEFINA G. BELMONTE
 City Mayor

KATHLEEN M. OSORIO / DEC 23, 2022
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

Approved Budget for the Contract : 500,827.00

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
24	Record Book – 500 pages, 214mm x 278mm ✓	Piece	100	102.00	10,200.00
25	Puncher – heavy duty, 2 hole punch, 70mm size ✓	Piece	9	133.00	1,197.00
26	Fastener – metal, 70mm between prongs, 50 sets/box ✓	Box	10	84.00	840.00
27	Plastic Envelope – legal size, expanding envelope ✓	Piece	200	35.00	7,000.00
28	Plastic Cover – Transparent, thick gauge #10, 50 yards per roll, ideal as cover divider ✓ ORAL HEALTH ✓	Roll	5	3,250.00	16,250.00
29	Paper Multipurpose – A4 70gsm, 500 pages ✓ NATIONAL TUBERCULOSIS - REGULAR ✓	Ream	8	200.00	1,600.00
30	Paper Multipurpose – A4 70gsm, 500 pages ✓	Ream	20	156.00	3,120.00
31	Record Book – 500 pages, 214mm x 278mm ✓ LABORATORY SERVICES – REGULAR ✓	Book	6	102.00	612.00
32	Marker – Twin marker, permanent with fine and broad point, color black, for labelling of slides ✓	Piece	180	60.00	10,800.00
33	Record Book – 500 pages, 214mm x 278mm ✓ STI/HIV-AIDS PREVENTION AND CONTROL ✓	Piece	500	102.00	51,000.00
34	Paper Cutter – metal base and wood base A3, B4, A4, B5, A5 durable	Piece	1	330.00	330.00
35	Dry Seal – Cast Iron body, stainless steel handle, copper plate, 1.8kgs, 2 diameter ✓	Piece	1	3,000.00	3,000.00
36	Marker – twin marker, permanent with fine and broad point, color black, for labelling of slides ✓	Piece	384	60.00	23,040.00
37	Marker – whiteboard, black, bullet type ✓	Piece	100	11.00	1,100.00
38	Record Book – 500 pages, 214mm x 278mm ✓	Piece	19	102.00	1,938.00
39	Letter Envelope – size: long, color white (for confirmatory results) EPIDEMIOLOGY AND DISEASE SURVEILLANCE ✓	Box	1	280.00	280.00
40	Clip Board – size long with cover, color black ✓	Piece	150	156.25	23,437.50
41	Ballpen – black, 0.5mm thick ball point pen ✓	Piece	500	6.00	3,000.00

MA. JOSEFINA G. BELMONTE
 City Mayor

KATHLEEN MA. OSORIO | DEC 23, 2022
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RJ/S