



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



PO Number **2212034**

**Purchase Order** Date: **DEC 23 2022**

Procuring Unit : CITY TREASURER'S OFFICE	Project Number : CTO-22-OSD-1693B
Company Name : DEGE TRADING	Mode of Procurement : Shopping 52.1b
Address : 436 East Berkeley St. California Village, San Bartolome 5, Quezon City	Resolution No. : 22-A-539
Business Type : Sole Proprietorship Registration #1176646	TIN Number : 408-043-452-00000
	Contact Number : 0917-821-4319

**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
25	Marker, permanent broad chisel tip, any color	Piece	100	94.50	9,450.00
26	Laminating film, laminating pouches: 222mm x 362mm (legal); 250 mic; 100 pieces each	Pack	100	450.00	45,000.00
27	Document tray, 3 layer, flexible stacker, aluminum	Piece	10	975.00	9,750.00
28	Fingertip moistener	Piece	100	75.00	7,500.00
29	Clip, backfold, 50mm, all metal, 12 pieces/box	Box	80	75.65	6,052.00
30	Clip, backfold, 32mm, all metal, 12 pieces/box	Box	80	34.51	2,760.80
***** Nothing Follows *****					

**Total Amount :** 962,114.29

**Total Amount In Words (Pesos):** Nine Hundred Sixty-Two Thousand One Hundred Fourteen Pesos & 29/100 Only

*[Signature]*  
**MA. JOSEFINA G. BELMONTE**  
 City Mayor

*[Signature]*  
**MARIA LITA K. GALAN** 12-29-2022  
 Signature Over Printed Name of Supplier / Date



**Funds Available:**  
*[Signature]*  
**RUBY G. MANANGU**  
 City Accountant

OBR : 100-2022-12-159706

**Approved Budget for the Contract :** 963,139.09

**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 29 2022 and to expire on -

CONFORME: JAN 13 2023  
MAMA LITA K. GALAN MARABIT 12-29-2022  
 SIGNATURE OVER PRINTED NAME IN THE CAPACITY OF DATE  
 Duly authorized to sign this Purchase Order for and on behalf of DEGE 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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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Marker, permanent, bullet type, blue	Piece	100	13.03	1,303.00
2	Continuous form, 3 ply, 280mm x 241mm (11 inches x 9 1/2 inches), carbonless	Box	140	1,193.40	167,076.00
3	Continuous form, 1 ply, 280mm x 241mm (11 inches x 9 1/2 inches), 2,000 sheets/box, 80gsm	Box	420	1,189.00	499,380.00
4	Paper, multicopy - 80gsm, size: 216mm x 330mm, legal	Ream	263	244.92	64,413.96
5	Data folder, made with chipboard, taglia lack	Piece	100	92.66	9,266.00
6	Data file box, made with chipboard, with closed ends	Piece	100	104.22	10,422.00
7	Tape, transparent, width 24mm (±1mm)	Roll	50	15.10	755.00
8	Tape, masking, width 24mm (±1mm)	Roll	50	83.54	4,177.00
9	Tape dispenser, table top, for 24mm width tape	Piece	50	86.67	4,333.50
10	Eraser, rubber, for pencil draft/writing	Piece	50	5.97	298.50
11	Scissors, symmetrical, blade length: 65mm min	Pair	100	54.76	5,476.00
12	Fastener, metal, 70mm between prongs	Box	100	112.60	11,260.00
13	Staple wire, standard (26/6)	Box	100	42.70	4,270.00
14	Envelope, expanding, kraft, legal	Box	40	996.84	39,873.60
15	Ballpen, fine points, black	Piece	50	24.80	1,240.00
16	Ballpen, fine points, blue	Piece	100	24.80	2,480.00
17	Ruler, plastic, 12 inches	Piece	51	18.02	919.02
18	Notepad, stick-on, 50mm x 76mm (2 inches x 3 inches) min	Pad	200	50.03	10,006.00
19	Notepad, stick-on, 3x4, 100 sheets per pad	Pad	200	80.02	16,004.00
20	Staple remover, plier type, heavy duty, stainless steel	Piece	130	33.62	4,370.60
21	Stapler, standard type load cap, 200 staples min in individual box	Piece	14	189.54	2,653.56
22	Calculator, compact, 12 digits, LCD display, two-way power source (solar and cell)	Piece	39	468.25	18,261.75
23	Paper clip, 32mm, 100 pieces/box or 52 grams (min)	Box	100	10.48	1,048.00
24	Paper clip, 48mm, 100 pieces/box or 120 grams (min)	Box	100	23.14	2,314.00

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

*Maria Uda F. Galan*  
 Signature Over Printed Name of Supplier / Date **12-29-2022**

**Funds Available:**

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

OBR: *100-2022-12-15976*

Approved Budget for the Contract : 963,139.09