



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2212073**

Purchase Order Date: **DEC 23 2022**

Procuring Unit	: DEPARTMENT OF THE BUILDING OFFICIAL	Project Number	: DBO-22-OSD-1013
Company Name	: JCM SUPPLY WHOLESALING	Mode of Procurement	: Public Bidding
Address	: No. 101 Unit A K-8th East Kamias Quezon City	Resolution No.	: 22-PB-521
Business Type	: Sole Proprietorship Registration #1046812	TIN Number	: 462-832-877-000
		Contact Number	: 09771079953

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 the Issuance of Notice to Proceed Until December 31, 2022

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
35	Sign Pen Gel Ink Pen, (0.5mm), Fine Point Capped, Needle Tip (black)	pc	2,500	95.85	239,625.00
36	Sign Pen Gel Ink Pen, (0.5mm), Fine Point Capped, Needle Tip (blue)	pc	2,500	95.85	239,625.00
37	Pencil Pencil Medium #2 with black lead Color: Yellow; Packaging Size: 12 pencils per box	box	50	127.91	6,395.50
38	Highlighter Highlighter with a chisel tip; The universal ink presents maximum brilliance on paper; Vivid light-resistant and water-based ink; Refillable with refill station, Tip Size: 1-5 mm; Ink Color: 4 Colors; 4 pcs per pack	pack	2,000	154.00	308,000.00
***** Nothing Follows *****					

Total Amount : 5,148,818.00

Total Amount In Words (Pesos): Five Million One Hundred Forty-Eight Thousand Eight Hundred Eighteen Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



CELINE Z. CARUENOS 12-23-22
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 5,150,858.00



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Cartolina Black; Size: 22.1/2 x 28.1/2 inches	pc	5,000	21.75	108,750.00
2	Correction tape Size: 5mm x 16m	pc	1,500	112.95	169,425.00
3	Data/File Box with cover (Black); storage box with lid; Size: legal (39Lx28Wx28H)	pc	200	438.75	87,750.00
4	Data/File Box type: closed horizontal; size: legal; for storage of documents	pc	350	203.85	71,347.50
5	External Hard Drive 1TB	pc	100	3,798.95	379,895.00
6	Fastener plastic; 7cm; 50 pcs per box	box	500	63.45	31,725.00
7	Flash Drive 16Gb	pc	250	402.00	100,500.00
8	Folder with Tab, legal size 5pcs per pack	pack	5,000	51.30	256,500.00
9	Paper Tray 3 layers	pc	100	842.00	84,200.00
10	Rubber band Band type: Flat; color: brown; size: 350 grams	box	300	297.00	89,100.00
11	Stamp Self-inking date stamp in MMM-DD-YYYY format produces rapid, 10 years of dates and 10,000 impressions before the stamp pad needs to be replaced, Stamp impression size: 3/8x1-1/4 inches Easy to use - Contains 70% post-consumer recycled content	pc	30	1,206.00	36,180.00
12	Stamp pad purple	pc	100	108.00	10,800.00
13	Stamp pad Black	pc	100	108.00	10,800.00
14	Stamp pad Blue	pc	100	108.00	10,800.00
15	Stamp pad Red	pc	100	108.00	10,800.00
16	Stamp pad Green	pc	100	108.00	10,800.00
17	Stapler Standard type; #35	pc	500	195.75	97,875.00
18	Staple Wire Standard; #35; 5000 staple per box	box	1,000	47.25	47,250.00
19	Tape Dispenser Hold rolls up to 24mm wide on 75 core	pc	100	174.15	17,415.00

MA. JOSEFINA G. BELMONTE
City Mayor

CABUENOS, CEUNE Z 12-23-22
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **MR. DRAS, P. 260**

Approved Budget for the Contract : 5,150,858.00



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PO Number **2212073**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	Tape transparent Size: 24mm x 30m	roll	500	46.57	23,285.00
21	Tape transparent Size: 48mm x 80m	roll	500	76.61	38,305.00
22	Solvent Printing Sheet (Sticker) IT Glossy 1370x50m	roll	30	5,350.00	160,500.00
23	Note pad Ideal for convenient marking important document at work, Size: 0.5X1.75 inches, Color: 5 colors packaging, 500 markers per pack	pack	300	347.80	104,340.00
24	Note pad 2X3 inches 100 sticky note per pack	pack	1,500	74.92	112,380.00
25	Note pad 3X4 inches 100 sticky note per pack	pack	1,000	140.60	140,600.00
26	Printer/Copier Paper multi-copy, premium grade, 80gsm, 500 sheets per ream; A4 size	ream	1,000	438.75	438,750.00
27	Printer/Copier Paper multi-copy, premium grade, 80gsm, 500 sheets per ream; legal size	ream	2,500	499.50	1,248,750.00
28	Record book 7x11 inches, 300 pages	book	500	94.16	47,080.00
29	Record book 7x11 inches, 500 pages	book	1,000	130.61	130,610.00
30	Gel pen pen tip size; 0.5mm, color black	pc	2,500	29.36	73,400.00
31	Gel pen pen tip size; 0.5mm, color blue	pc	2,500	29.36	73,400.00
32	Gel pen pen tip size; 0.5mm, color red	pc	500	29.36	14,680.00
33	Gel pen pen Tip size; 0.5mm, color green	pc	500	29.36	14,680.00
34	Sign pen Blue, 1.00mm needle	pc	1,000	102.50	102,500.00

MA. JOSEFINA G. BELMONTE
City Mayor

CELINE E. CARPUENOS 12-23-22
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 5,150,858.00

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 23 2022 and to expire on - DEC 31 2022.

CONFORME:

CEUNE J. CABUENOS
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
IN THE CAPACITY OF

12-23-22
DATE

Duly authorized to sign this Purchase Order for and on behalf of JCM SUPPLY WHOLESALING
COMPANY NAME

SUBSCRIBED AND SWORN to before me this DEC 23 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 TIN ID with his/her photograph and signature appearing thereon with No. 511-351-510-00000.

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Book No. I
Series of 2022

ATTY. ARLE P. LIM
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
MCLE 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 Php2,500,000.00 and above only)