



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



PO Number **2303082**

**Purchase Order** Date: **MAY 03 2023**

Procuring Unit	: OFFICE OF THE CITY MAYOR	Project Number	: OCM-22-OE-1779
Company Name	: MCARMS TRADING	Mode of Procurement	: Public Bidding
Address	: #21 11th Floor Unit 10-C Capitol Plaza Bldg. Matalino St., Cor. Matatag Ext., Central, Quezon City	Resolution No.	: 23-PB-147
Business Type	: Sole Proprietorship Registration #3001084	TIN Number	: 432-929-074-000
		Contact Number	: 0917-3531844

**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
11	Crosscut shredder; heavy duty; security level of P-4 enables the shredding machine to shred the material into 0.16 inches 0.15 inches tiny particles of 10ft/min  UV Box Sterilizer- Rated input:5V/2A; input interface: USB type C; number of LED lamp beads: 6 x 5mW; UVC LED Wavelength:260-280nm; Product size: 220mm x 124mm x 50mm (L x W x H); Lamp life: > 1000 hours; package includes: Smart UVC sterilizing box, User Manual, and type-C cable; sterilization rate of 99.99%; 3-min sterilization; Smart Anti-exposure; UVC LED sterilization  ***** Nothing Follows *****	UNIT	2	1,547.00	3,094.00

**Total Amount :** **1,242,080.90**

**Total Amount In Words (Pesos):** One Million Two Hundred Forty-Two Thousand Eighty Pesos and 90/100 Only

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



**MA CARMILLE I. CUNANAN** 5-9-2023  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**

**OBR :** nd-2023-04- 03422

**Approved Budget for the Contract :** 1,243,080.90

## 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 MAY 09 2023 and to expire on - JUN 08 2023.

CONFORME:

MA. CARMILLE I. CUNANAN

SIGNATURE OVER PRINTED NAME

PROPRIETRESS

IN THE CAPACITY OF

5-9-2023

DATE

Duly authorized to sign this Purchase Order for and on behalf of

MCARMS 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 \_\_\_\_\_





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1	Risograph - RISO SF5130 Master making/Printing methods: High speed digital master making/automatic printing; original type: book or sheet: Master making time: Quick master making mode: Approx. 17sec (letter, short edge feed); normal master making mode: Approx. 19sec (letter, short edge feed); Resolution: Scanning: 600dpix600dpi; Printing: 300dpix600dpi; quick master making mode: 300dpix400dpi; Max: scanning area: 297mmx432mm: Print paper weight: 46gsm to 157gsm; Print Paper size: 100mmx146mm to 310mmx432mm; Max printing area: 210mmx357mm; Paper feed tray; stacking capacity: 1000 sheets; stacking ht. of 110mm or lower; paper receiving tray stacking capacity: 1000 sheets; stacking ht. of 1000mm or lower; Print speed: 5 levels; 60/80/100/120/130ppm: Print position Adj: Horizontal: ±15mm; Vertical: ±10mm; Image Printing Mode: Line/photo/duo/pencil: Print Reproduction Ratio: Zoom (50%-200%) free; 100% reduction ratio; 3 levels of enlargement (141%/122%/116%); 4 levels of reduction (94%/87%/82%/71%); User interface: LCD panel; Functions: Original scanning mode, scanning level, enlargement/reproduction, dot process, 2-up book, ink saving, quick master making, ADF semi-Auto, speed, density, print, position, program A/B, job separation, idling, confidential, meter display, count report output, proof, direct printing, USB flash via printing, auto sleep setting; auto-power-OFF setting, ECO mode, RISO quality system; Ink supply: full automatic (1000mm/ cartridge); Master supply/disposal: Full automatic (Legal: approx. 250 sheets per/roll; disposal capacity: approx. 100 sheets; Power source: AC 100-120V 3.4 A, AC 220-240V 1.6 A, 50-60Hz: Power consumption: standard: Ma 300W ready, 20W or lower, sleep: 5W or lower; power OFF: 0.5W or lower; Dimensions: In use: 1415mmx670mmx1065mm; in storage: 780mmx670mmx1065mm; required space (WxDxH): 1415mmx1240mmx1515mm; Weight: 100kg; Safety information: IEC-60950-1 compliant; indoor pollution degree 2; at altitude of 2000m or lower	UNIT	1	294,000.00	294,000.00
2	4HP Floor Standing Inverter Aircon- LG Details: Floor standing Slim Pac Inverter 4.0HP;Category H; floor mounted aircon	UNIT	2	196,300.00	392,600.00

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

**MA. GARMILLE I. CUNANAN** 5-9-2023  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :** 100-2023-04-00422

**Approved Budget for the Contract : 1,243,080.90**



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3	Industrial Fan - IWATA 3-speed control with oscillation; 215m3 per minute air volume; with adjustable height up to 178cm, 200 watts power, with built-in thermal fuse, solid x stand base	UNIT	4	16,887.00	67,548.00
4	Computer - ACER All in One Desktop PC, Processor: 11th Generation Intel Core i3-1115G4 processor or its equivalent benchmark (MB Cache up to 4.1GHz); anti-glare; narrow border; infinity Non touch display, 8GB RAM, 512 GB SSD Storage, Full HD 23.8 inches Display, Windows 10 Home, Remote Work Ready, with mouse and keyboard	UNIT	3	48,087.00	144,261.00
5	Tents- Retractable tent, 3 meters x 6 meters, Heavy Duty Retractable Tent, Color: Blue, Red or Green, Complete Set, Easy to Assemble, Nylon Oxford Rubberized, Adjustable Tent up to 4x Height, Black Steel Frame, with Velcro in every corner to make roof properly fixed	UNIT	2	5,980.00	11,960.00
6	Printer - EPSON Color Printing Technology; inkjet scanner type: Flatbed Print resolution: 5760x1440dpi; print speed black: 37ppm; print speed color: 38ppm; paper size: A4, A5, A6, B5, C6, DL	UNIT	2	31,146.70	62,293.40
7	Desktop - ACER Black, Processor: 12th Gen Intel Core i7-12700 or its equivalent benchmark; (25MB cache, 12 cores, 20 threads, 2.10GHz to 4.80GHz Turbo); Memory: 16GB, 1x16GB; DDR4; 3200MHz, 512 GB, M.2, PCIe NVMe, SSD, UHD Graphics 770, Wi-Fi 6 2x2 (Gig+) and Bluetooth, Wired keyboard and mouse, Windows 11, Bundled with 24 inches FHD 75HZ Monitor	UNIT	2	90,337.00	180,674.00
8	Industrial Fan - ASAHI Superior HEAVY DUTY industrial stand fan 26 inches (660mm); metal blade; Motor: 250W; 3 speed, fan speed: 1,600RPM; low noise; adjustable height; adjustable panning/oscillation angle; cast iron base	UNIT	4	10,900.50	43,602.00
9	Water Dispenser - HANABISHI free standing water dispenser; hot and cold; compressor type cooling with paper cup holder; with mini storage cabinet; 500W (L-12.25 inches, W-12.27 inches/H-38.5 inches)	UNIT	1	10,855.00	10,855.00
10	Paper Shredder (Heavy Duty) - FELLOWES	UNIT	1	31,193.50	31,193.50

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