



Procuring Unit : **QUEZON CITY PUBLIC LIBRARY** Project Number : **QCPL-23-OSD-0174**
Company Name : **ADVANCE SUBURBAN FACILITY SERVICES CORP.** Mode of Procurement : **Public Bidding**
Address : **Room 220A, 107 Marcos Alvarez Ave. Talon I, Las Piñas City** Resolution No. : **23-PB-126**
Business Type : **Corporation Registration #CS201513061** TIN Number : **009-076-558-00000**
Contact Number : **8291-3596**

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
1	Battery - dry cell AAA, 4 pieces per pack	pc	50	300.00	15,000.00
2	Stamping Dater - Automatic within pad	pc	5	1,500.00	7,500.00
3	Tape - transparent, 1inch, 24mm	pc	100	30.00	3,000.00
4	Tape - double adhesive tape; color: white; Size: 3/4 inch	pc	50	80.00	4,000.00
5	Book ends - Heavy-duty metal bookends Material: Cast Iron Dimension:13cmx13cmx19cm, Color: Black	pc	30	250.00	7,500.00
6	Stock Card - 8.5x11 inches, 120-140gsm	pc	160	50.00	8,000.00
7	Bone Folder - Material: Plastic; Size: 6 x 0.8 x 0.2 (inches); Color: Cream or White	pc	10	90.00	900.00
8	USB Flash Drive - 128gb, heavy duty	pc	17	1,500.00	25,500.00
9	Plastic Cover - Jumbo roll, gauge #8 Size: 48x50m, Transparent	roll	20	4,500.00	90,000.00
10	Clear Book - Fillers (A4 with 23 holes)	pc	150	49.00	7,350.00
11	Photo Paper - Glossy, 8.5x11 (inches) 20pcs per pack	pack	50	55.00	2,750.00
12	Illustration Board - Size: 1/8 10x15 inches, 3 ply	pc	50	85.00	4,250.00
13	Glue Gun - Electric, 20W, Hot melt glue gun for 1x18cm glue stick	pc	30	850.00	25,500.00
14	Glue Stick - Hot melt glue stick 10 pcs. per pack; Color: transparent Size: 1 x 18 cm	pack	30	80.00	2,400.00
15	Sticker - Glossy A4, 20pcs per pack	pack	50	85.00	4,250.00
16	Spring Binder-Plastic comb binder ring,50mm black	pc	25	50.00	1,250.00
17	Acetate Plastic - size: letter size (217x283mm) 10 pcs. per pack, (multipurpose usage) acetate, lamination, reflectorized, separator and cover	pack	50	150.00	7,500.00
18	Cloth green (Chroma) -Book cloth; 60 yards per roll	roll	10	9,000.00	90,000.00
19	Paper, for Braille, 8x11.5 or 8.5x11 and 11x11.5 (inches) 100lbs or 140/150gsm, 19-hole or spiral pre-punched formats. The 19 holes and spirals are punched on the left-hand side and are to be used with standard binding rings	pack	130	650.00	84,500.00

MA. JOSEFINA G. BELMONTE
City Mayor

DARREN O. DOMINGO 5/31/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2023-03-2294

Approved Budget for the Contract : 878,041.00

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 31 MAY 2023 and to expire on - 30 JUN 2023

CONFORME:

DARREN D. DOMINGO
SIGNATURE OVER PRINTED NAME

AUTHORIZED REP.
IN THE CAPACITY OF

5/31/23
DATE

Duly authorized to sign this Purchase Order for and on behalf of ADVANCE SUBURBAN FACILITY SERVICES CORP.
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 **2303046**

Purchase Order Date: **23 MAY 2023**

Procuring Unit	: QUEZON CITY PUBLIC LIBRARY	Project Number	: QCPL-23-OSD-0174
Company Name	: ADVANCE SUBURBAN FACILITY SERVICES CORP.	Mode of Procurement	: Public Bidding
Address	: Room 220A, 107 Marcos Alvarez Ave. Talon I, Las Piñas City	Resolution No.	: 23-PB-126
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		Contact Number	: 8291-3596

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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
20	Master Sheet, 11 1.5 x 11 inches, 10sheets/pack	pack	130	650.00	84,500.00
21	Braille Label, 8.5 x 11 inches; 15 sheets; 1 label per sheet, Weight: 0.895 lbs. Dimensions: 9.85 x 12.8 x 0.65 inches	pack	130	550.00	71,500.00
22	Braillon Thermoform paper - 11.5x11 (inches) a plastic paper used primarily to reproduce tactile graphics. Use with a manual braille to produce long-lasting documents. Used for reproducing diagrams or making several copies of Braille. Length 48 cm Width 36 cm Height 1 cm Weight 1 kg, 15 sheets	pack	130	545.00	70,850.00
23	Computer Braille, 8x11.5 inches computer Braille input. PLUS: dots 3-4-6. Comma: dot 6. Dash: dots 3-6. Period: dots 4-6. Slash: dots 3-4	pc	130	2,000.00	260,000.00
	***** Nothing Follows *****				

Total Amount : 878,000.00

Total Amount In Words (Pesos): Eight Hundred Seventy-Eight Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



DARREN B. DOMINGO 5/31/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100 - 2023 - 03 - 7294

Approved Budget for the Contract : 878,041.00

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CONFORME:

FAREEN D. DOMINCO

SIGNATURE OVER PRINTED NAME

AUTHORIZED REP.

IN THE CAPACITY OF

5/31/23

DATE

Duly authorized to sign this Purchase Order for and on behalf of ADVANCE SUBURBAN FACILITY SERVICES CORP.
COMPANY NAME

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