



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



PO Number **2304066**

**Purchase Order** Date: **22 MAY 2023**

Procuring Unit : SCHOOLS DIVISION OFFICE	Project Number : SDO-23-PS2-0529
Company Name : EPIGRAPHY INC.	Mode of Procurement : Public Bidding
Address : Room 403 CGI Building 1091 Natividad Lopez St., Ermita Manila Brgy. 659 Manila	Resolution No. : 23-PB-220
Business Type : Corporation Registration #CS201322866	TIN Number : 008-668-462-000
	Contact Number : 09478642026

**Sir/Madam:**  
 Please furnish this office the following articles subject to the terms and conditions contained here:

**Place of Delivery :** Upon end-user's instruction subject to coordination with CGSD  
**Delivery Schedule :** Thirty (30) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	DIPLOMA HOLDER - 8.5 inches x 12 inches, Folded Type (Landscape) - Imported Canvass Material for Cover - Imported Plywood Support - Color: Red/Blue - Additional padding design on front and back cover - Ribbon on all 8 corners - Acetate on inside both cover - 5 color print on front cover - 5 color print on the back cover - with name of schools - Front logo printed with: DepEd Logo Size: 4 inches x 4 inches - Back logo printed with: Quezon City Logo Size: 4 inches x 4 inches - One side with Mayor's message inserted - Mayor's congratulatory message with borderline, material C2# 120, Logo stamping, Full color; Size: A4  ***** Nothing Follows *****	Piece	66,000	245.00	16,170,000.00

**Total Amount : 16,170,000.00**

**Total Amount In Words (Pesos):** Sixteen Million One Hundred Seventy Thousand Pesos Only

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



*Madamba*  
**Vladimir V. Madamba** / May 31, 2023  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**OBR :**

**Approved Budget for the Contract : 16,500,000.00**

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.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect.
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.
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE.
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: Vladimir Madamba
SIGNATURE OVER PRINTED NAME

Authorize Representative
IN THE CAPACITY OF

May 31, 2023
DATE

Duly authorized to sign this Purchase Order for and on behalf of Epigraphy Inc.
COMPANY NAME

SUBSCRIBED AND SWORN to before me this 31 MAY 2023 day of 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 Driver License with his/her photograph and signature appearing thereon with No. N01-16-031223

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ATTY. ELISEO S. CALMA, JR.
Quezon City Notary Public
Until Dec. 31, 2023
Roll No. 50183

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)
PTR No. 4001173-D, 01/03/2023, Q.C.
ISLE Comp. No. VII-0005924 Until April 14, 2025
Adm Matter No. NP-067 (2022-2023)