



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



PO Number **2304069**

Purchase Order Date: **22 JUN 2023**

Procuring Unit	: CITY GENERAL SERVICES DEPARTMENT	Project Number	: CGSD-23-GRMS-0475B
Company Name	: MAV AND CAY MARKETING INCORPORATED	Mode of Procurement	: 53.9
Address	: Unit 322 Eagle Court Condominium, Matalino Street, Brgy. Central, Quezon City	Resolution No.	: 23-A-088
Business Type	: Corporation Registration #CS201916773	TIN Number	: 010-411-733-000
		Contact Number	: 09959243223

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

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	REPAIR OF GENERATOR SET LOCATED AT ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL Project Scope of Work:				
1	Safety inspection and terminal retightening of the electrical facilities	unit	1	7,500.00	7,500.00
2	Conduct general cleaning of unit and the shed	unit	1	12,000.00	12,000.00
3	Perform Lock Out Tag Out (LOTO) for safety of the technical personnel	unit	1	3,500.00	3,500.00
4	Flushing of existing engine oil with additive solution and removal of oil filter	unit	1	15,000.00	15,000.00
5	Hauling of used oil to be disposed to a recycling facility	unit	1	6,500.00	6,500.00
6	Change oil of six (6) pails fully synthetic engine oil and oil filter	unit	1	115,000.00	115,000.00
7	Flushing and cleaning of radiator with additive solution	unit	1	12,000.00	12,000.00
8	Supply and refill radiator 50% coolant and 50% distilled water	unit	1	32,500.00	32,500.00
9	Replacement of air filter and fuel filter	unit	1	37,000.00	37,000.00
10	Replacement of thermistor if needed	unit	1	19,500.00	19,500.00
11	Installation and calibration of injection pump	unit	1	39,000.00	39,000.00
12	Checking of all lines from genset to load side	unit	1	32,000.00	32,000.00
13	Check and repair of speed controller	unit	1	25,000.00	25,000.00
14	Check and repair of electronic governor	unit	1	33,000.00	33,000.00
15	Check and repair main alternator	unit	1	35,000.00	35,000.00
16	Check and repair exciter field and retightening	unit	1	37,000.00	37,000.00
17	Check and repair diodes	unit	1	25,000.00	25,000.00
18	Check and repair AVR	unit	1	29,000.00	29,000.00
19	Check and repair magnetic pick-up	unit	1	33,000.00	33,000.00
20	Conduct megger testing	unit	1	47,100.00	47,100.00
21	Supply of diesel fuel	liter	500	70.00	35,000.00
22	Refill generator set to at least 80%	unit	1	5,000.00	5,000.00
23	Check and reconfiguration of programmable parameters	unit	1	65,000.00	65,000.00
24	Submission of parameters analysis report	unit	1	2,000.00	2,000.00

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

*Dolly Ardian*  
Signature Over Printed Name of Supplier / Date **June 26, 2023**

Funds Available:

*Manang*  
**RUBY G. MANANGU**  
City Accountant

OBR : **11.22M-05-0000**

Approved Budget for the Contract : **802,500.00**



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
25	Replacement of batteries	unit	2	18,950.00	37,900.00
26	Submission of the repair documentation with corresponding pictures	lot	1	2,000.00	2,000.00
27	With load testing and commissioning	lot	1	58,580.00	58,580.00
28	Provide data/test results				
29	Submit findings and recommendation				
30	Restoration of any damages that may occur during the conduction of the scope of works (with attached Terms of Reference which will form an integral part of this Purchase Order)				
	***** Nothing Follows *****				

Total Amount : 801,080.00

Total Amount In Words (Pesos): Eight Hundred One Thousand Eighty Pesos Only

MA. JOSEFINA G. BELMONTE  
City Mayor



Dolly Ardina June 26, 2023  
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : m-212M-05-04103

Approved Budget for the Contract : 802,500.00



## 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 26 JUN 2023 and to expire on - 25 AUG 2023.

CONFORME:

Dolly Ardian

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

June 26, 2023

DATE

Duly authorized to sign this Purchase Order for and on behalf of MAN AND CITY MARKETING INCORPORATED  
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)