



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



PO Number **2305027**

Purchase Order Date: **23 MAY 2023**

Procuring Unit	: CITY TREASURER'S OFFICE ✓	Project Number	: CTO-23-OSD-0327 ✓
Company Name	: JEST TRADING ✓	Mode of Procurement	: Public Bidding ✓
Address	: 50-C Cenacle Drive, Culiati, Quezon City ✓	Resolution No.	: 23-PB-251 ✓
Business Type	: Sole Proprietorship Registration #3228564 ✓	TIN Number	: 424-695-326-000 ✓
		Contact Number	: 09770211413 ✓

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	Sign pen, liquid/gel ink, 0.5mm needle tip, blue ✓	piece ✓	100 ✓	29.40 ✓	2,940.00 ✓
2	Sign pen, liquid/gel ink, 0.5mm needle tip, red ✓	piece ✓	50 ✓	29.40 ✓	1,470.00 ✓
3	Paper, multicopy - 80gsm, size: 210mm x 297mm, A4 ✓	ream ✓	100 ✓	229.50 ✓	22,950.00 ✓
4	Data folder, made with clipboard, taglia lock ✓	piece ✓	100 ✓	92.75 ✓	9,275.00 ✓
5	Data file box, made with clipboard, with closed ends ✓	piece ✓	200 ✓	103.50 ✓	20,700.00 ✓
6	Tape, transparent, width: 24mm (± 1mm) ✓	roll ✓	50 ✓	14.50 ✓	725.00 ✓
7	Tape, masking, width: 24mm (± 1mm) ✓	roll ✓	50 ✓	87.00 ✓	4,350.00 ✓
8	Tape dispenser, Table top, for 24mm width tape ✓	piece ✓	50 ✓	85.80 ✓	4,290.00 ✓
9	Eraser, rubber, for pencil draft/writing ✓	piece ✓	50 ✓	7.90 ✓	395.00 ✓
10	Paper, multi-purpose, (COPY) A4, 70gsm ✓	ream ✓	150 ✓	185.90 ✓	27,885.00 ✓
11	Staple wire, gun tacker T50, for T50, 10mm (3/8inches), heavy duty, 5000 staples ✓	box ✓	50 ✓	882.50 ✓	44,125.00 ✓
12	Envelope, expanding, kraft, legal, 100 pieces/box ✓	box ✓	40 ✓	996.80 ✓	39,872.00 ✓
13	Envelope, mailing, white, 500 pieces/box ✓	box ✓	50 ✓	420.50 ✓	21,025.00 ✓
14	Rubber band, small (#16) 350gsm ✓	kilo ✓	50 ✓	367.80 ✓	18,390.00 ✓
15	Ballpen, fine points, blue ✓	piece ✓	200 ✓	24.70 ✓	4,940.00 ✓
16	Notepad, stick-on, 50mm x 76mm (2inches x 3inches) min. ✓	pad ✓	150 ✓	49.70 ✓	7,455.00 ✓
17	Notepad, stick-on, 3inches x 4inches, 100 sheets per pad ✓	pad ✓	200 ✓	79.80 ✓	15,960.00 ✓
18	Correction tape, film base type, UL 6m min. ✓	piece ✓	300 ✓	15.50 ✓	4,650.00 ✓
19	Staple remover, plier type, heavy duty, stainless steel ✓	piece ✓	200 ✓	33.80 ✓	6,760.00 ✓
20	Folder with tab (tagboard); legal size documents, 100 pieces per pack ✓	pack ✓	150 ✓	449.80 ✓	67,470.00 ✓
21	Dating and stamping, good quality ✓	piece ✓	2 ✓	496.75 ✓	993.50 ✓
22	Marker, permanent, board chisel tip, black ✓	piece ✓	100 ✓	66.88 ✓	6,688.00 ✓
23	Record book, 300 pages, 214mm x 278mm min. ✓	book ✓	100 ✓	92.00 ✓	9,200.00 ✓
24	Record book, 500 pages, 214mm x 278mm min. ✓	book ✓	200 ✓	137.00 ✓	27,400.00 ✓
25	POS paper roll, 70mm x 70mm, thermal paper, 100 rolls/box ✓	box ✓	100 ✓	84.00 ✓	8,400.00 ✓

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

**CAHITMAN WELF A. SAMETA** / 6/8/23  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant ✓

OBR : 100.2023.01.4102

Approved Budget for the Contract : 620,006.00



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Business Type	: Sole Proprietorship Registration #3228564	TIN Number	: 424-695-326-000
		Contact Number	: 09770211413

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
26	Tape paper, for adding machine, regardless of size and type, 50 rolls per box	box ✓	100 ✓	1,494.00	149,400.00
27	Thermal paper, 57.50T0.50mm (W) x 83mm dia. for TM-U220B; 50 rolls/box	box ✓	100 ✓	94.00	9,400.00
28	Laminating Film, Laminating pouches; 222mm x 362mm (legal); 250 mic; 100 pieces each/pack	pack ✓	90 ✓	449.50	40,455.00
29	Document Tray, 3 layers, metal, heavy duty quality, black	piece ✓	50 ✓	699.50	34,975.00
30	Paper thermal, Queuing Tape, XD27, 50 rolls/box	box ✓	30 ✓	64.80	1,944.00
31	Clip, backfold, 50mm, all metal, 12 pieces/box	box ✓	50 ✓	75.30	3,765.00
32	Clip, backfold, 32mm, all metal, 12 pieces/box	box ✓	50 ✓	34.80	1,740.00

\*\*\*\*\* Nothing Follows \*\*\*\*\*

Total Amount : 619,987.50

Total Amount In Words (Pesos): Six Hundred Nineteen Thousand Nine Hundred Eighty-Seven Pesos and 50/100 Only

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



**CARLEEN IRENE A. CAMERA** / 6/8/23  
Signature Over | Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : 60-2023-OT-4102

Approved Budget for the Contract : 620,006.00

### 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. AWARDDEE 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 AWARDDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
3. AWARDDEE 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 AWARDDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE 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 AWARDDEE 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 AWARDDEE. 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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 08 JUN 2023 and to expire on - 08 JUL 2023.

CONFORME:

CAITREM IRENE A. SAMERA

SIGNATURE OVER PRINTED NAME

Authorized REPRESENTATIVE

IN THE CAPACITY OF

6/8/2023  
DATE

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

JES 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 \_\_\_\_\_

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)