



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



PO Number **2305054**

Purchase Order Date: **23 JUN 2023**

Procuring Unit	: CITY BUDGET DEPARTMENT/ NOVALICHES DISTRICT CENTER	Project Number	: CONSO-23-OESC-0822
Company Name	: E.N.L. TRADING	Mode of Procurement	: Public Bidding
Address	: Lot 5 Block 14 Isaiah Street, Goodwill Homes II, Brgy. Bagbag, Novaliches, Quezon City	Resolution No.	: 23-PB-270
Business Type	: Sole Proprietorship Registration #05457046	TIN Number	: 290-954-554-000
		Contact Number	: 0917-8510611

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
	CITY BUDGET DEPARTMENT (BUDGET-23-OESC-0713)				
1	Ink Cartridge, HP CZ107AA (HP678), Black	cart	10	650.00	6,500.00
2	Ink Cartridge, HP CZ108AA (HP678), Tri-color	cart	10	650.00	6,500.00
3	Ink Cartridge, HP F6V27AA (HP680), Black	cart	30	600.00	18,000.00
4	Ink Cartridge, HP F6V26AA (HP680), Tri-color	cart	30	600.00	18,000.00
5	Ink Cartridge, Brother, LC3619XL, Black	cart	30	2,300.00	69,000.00
6	Ink Cartridge, Brother, LC3619XL, Cyan	cart	25	1,550.00	38,750.00
7	Ink Cartridge, Brother, LC3619XL, Magenta	cart	25	1,550.00	38,750.00
8	Ink Cartridge, Brother, LC3619XL, Yellow	cart	25	1,500.00	37,500.00
9	Toner Cartridge, HP Laser Jet # CE285A (HP85A)	cart	75	4,400.00	330,000.00
10	Toner Cartridge, HP Laser Jet # CF283A (HP83A)	cart	38	4,400.00	167,200.00
11	Ink Bottle, Epson L3150, Magenta 003, 65ml	bottle	25	320.00	8,000.00
12	Ink Bottle, Epson L3150, Cyan 003, 65ml	bottle	25	320.00	8,000.00
13	Ink Bottle, Epson L3150, Yellow 003, 65ml	bottle	25	320.00	8,000.00
14	Ink Bottle, Epson L3150, Black 003, 65ml	bottle	30	320.00	9,600.00
15	Ink Bottle, Epson ink 664 70ml, Yellow	bottle	25	320.00	8,000.00
16	Ink Bottle, Epson ink 664 70ml, Cyan	bottle	25	320.00	8,000.00
17	Ink Bottle, Epson ink 664 70ml, Magenta	bottle	25	320.00	8,000.00
18	Ink Bottle, Epson ink 664 70ml, Black	bottle	30	320.00	9,600.00
19	Ribbon, for manual typewriter, each spool individually wrapped in plastic.	spool	10	100.00	1,000.00
20	Toner Cartridge, Fuji Xerox Digital Copier S-2011CPS	cart	8	4,500.00	36,000.00
21	Rolling Rubber Stamp, Number, 15 digit, 15 wheel, each strap 0-9 (10 digits) and - . X / \$ spaces; character/number size: 9mm	piece	2	900.00	1,800.00
22	Tape Flag - "PLEASE SIGN HERE" Stick-on 5's ( L: 6 cm x W: 0.63 cm x H: 13 cm )	pad	35	100.00	3,500.00
23	Ring Binder, Plastic, 25mm x 1.12mm, 80 rings	bundle	20	50.00	1,000.00

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

**EDWIN INCALAL 7/3/23**  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 950,113.60

OBR : 10.2023-05-4321  
4322



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		Contact Number	: 0917-8510611

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
24	Ring Binder, Plastic, 44mm x 1.12mm, 80 rings	bundle	20	80.00	1,600.00
25	Ring Binder, Plastic, 50mm x 1.12mm, 80 rings	bundle	20	80.00	1,600.00
26	CD Recordable, minimum of 650 mb/70 mins. running time	piece	25	30.00	750.00
27	CD Rewritable, high speed, 700mb/80 mins. Capacity	piece	20	60.00	1,200.00
28	DVD Recordable, 16x speed, 4.7GB capacity	piece	20	40.00	800.00
29	DVD Rewritable, 4x speed, 4.7GB capacity	piece	80	80.00	6,400.00
30	Ballpen, fine point, retractable, blue or black	piece	250	10.00	2,500.00
	NOVALICHES DISTRICT CENTER (NDC-23-OESC-0779)				
31	Ink, For CISS, 664, Set (Black, Y, M, C)	set	20	1,544.00	30,880.00
32	Ink, For CISS, 003, Set (Black, Y, M, C)	set	41	1,544.00	63,304.00
	***** Nothing Follows *****				

Total Amount : 949,734.00

Total Amount In Words (Pesos): Nine Hundred Forty-Nine Thousand Seven Hundred Thirty-Four Pesos Only

 <b>MA. JOSEFINA G. BELMONTE</b> City Mayor		 <b>EDWIN LABRADOR</b> 7/3/23 Signature Over Printed Name of Supplier / Date
Funds Available:  <b>RUBY G. MANANGU</b> City Accountant	OBR : 10 - 2023 - OT - 4321 Approved Budget for the Contract : 950,113.60	



## 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 03 JUL 2023 and to expire on - 02 AUG 2023

CONFORME:

Enin A. Lacabal  
SIGNATURE OVER PRINTED NAME

Proprietor  
IN THE CAPACITY OF

7/3/23  
DATE

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

ENC 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)