

Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government

PO Number **2305057**

Purchase Order Date: **JUN 29 2023**

Procuring Unit : OFFICE OF THE CITY MAYOR (PERSON WITH DISABILITY AFFAIRS OFFICE) Project Number :OCM(PDAO)-23-OSD-0488B
Company Name : DIADEMA CONSTRUCTION AND ENTERPRISES INC. Mode of Procurement :Public Bidding
Address : 40 Matulungin St., Belevue Homes Brgy. Central, Quezon City Resolution No. :23-PB-271
Business Type : Corporation Registration #CS202009314 TIN Number :010-540-341-00000
Contact Number :09158367712

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	CORRECTION TAPE, 85mm wide 8m long	pc	25	30.00	750.00
2	CORK BOARD - Cork boards, anodized aluminum frame, agglomerated or decorative cork surface laminated on a base designed for intensive pinning, suspension in both directions, 16 mm thick (overall)	pc	10	1,005.00	10,050.00
3	MANILA PAPER, 36x48 inches; 48 GSM; 10 sheets per pack	pack	10	50.00	500.00
4	PAPER PARCHMENT - Letter (80GSM)	pack	150	70.00	10,500.00
5	PAPER FILM BLACK LETTER 10 sheets per pack (Club carbon)	pack	10	146.00	1,460.00
6	PAPER COLORED Size: Letter; Color: Assorted Colors Packaging Size: 10 sheets per pack	pack	50	19.00	950.00
7	SPECIALTY PAPER Attr: Linen Fino Board Paper; Grammage: 200 gsm Size: Letter; Color: White; Packaging Size: 10 sheets per pack	pack	300	63.00	18,900.00
8	PHOTOPAPER, RC Satin glossy A4, 10pcs/pack, 200gsm	pack	50	60.00	3,000.00
9	CALCULATOR Desktop Type, 12 digits, Power: Solar & Battery, Plastic keys	unit	3	975.00	2,925.00
10	LETTER HEAD - A4 80gsm with control number Print: per ream with PDAO logo and QC Government Logo; Color: White bond paper; Font style: Old English and Book Antiqua	ream	100	1,199.00	119,900.00
11	LETTER HEAD - Legal 80gsm with control number Print: per ream with PDAO logo and QC Government Logo; Color: White bond paper; Font style: Old English and Book Antiqua	ream	100	1,399.50	139,950.00
12	STICKER PAPER, white color, glossy, A4 (10 sheets/pack) Adhesive paper, matte, white color, Inkjet-friendly	pack	100	67.00	6,700.00
13	WHITE FOLDER Legal (8.5 inch x 13inch)	pc	1,000	9.00	9,000.00
14	CRAYONS 16 assorted Colors per box; nontoxic, regular size	box	100	77.00	7,700.00
15	SPECIAL PAPER 200gsm 8 1/2 inches x 13 inches Pale Cream (100 sheets/pack)	pack	300	475.00	142,500.00
16	BATTERY AA (2As) 2pcs per pack	pack	25	152.00	3,800.00
17	BATTERY AAA (3As) 4pcs per pack	pack	25	295.00	7,375.00
18	FRAME FOR CERTIFICATION to be use for various activities. PVC Black Certificate; Frame size short 8.5x11 inches	pc	100	205.00	20,500.00

MA. JOSEFINA G. BELMONTE
City Mayor

ANNALYN DELA VILLANUBA 7/14/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **NOV 2023-06 05779**

Approved Budget for the Contract : 557,409.00

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		Contact Number	: 09158367712

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
19	STORAGE BOX 30 liters; heavy duty stackable; made in plastic resin, transparent color	pc	10	354.70	3,547.00
20	HD STREAM WEBCAM Height: 44 mm; Width: 95 mm; Depth: 71 mm; Cable length: 1.5 m; Weight: 162 g; Technical Specifications: Max Resolution: 1080p/30 fps - 720p/ 60 fps; Camera megapixel: 3; Focus type: Autofocus; Lens type: Glass; Built-in mic: Stereo; Mic range: Up to 1 m; Diagonal field of view (dFoV): 78°; Digital zoom: 1.2x; Tripod-ready universal mounting clip fits laptops, LCD or monitors	units	10	4,700.00	47,000.00
***** Nothing Follows *****					

Total Amount : 557,007.00
Total Amount In Words (Pesos): Five Hundred Fifty-Seven Thousand Seven Pesos Only

MA. JOSEFINA G. BELMONTE City Mayor		ANNA LYN VILLANUEVA Signature Over Printed Name of Supplier / Date 7/14/23
Funds Available: RUBY G. MANANGU City Accountant	OBR : 100-2023-06-01779	Approved Budget for the Contract : 557,409.00

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 JUL 14 2023 and to expire on - AUG 13 2023.

CONFORME:

ANNA LYNN DE JILLANUEVA
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
IN THE CAPACITY OF

7/14/23
DATE

Duly authorized to sign this Purchase Order for and on behalf of DIADAMA CONSTRUCTION AND ENTERPRISES INC.
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)