



Republic of the Philippines  
PROCUREMENT DEPARTMENT  
Quezon City Government



PO Number **2305058**

Purchase Order Date: **05 JUL 2023**

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE), QUEZON CITY PROTECTION CENTER	Project Number	: CONSO-23-OSD-0755
Company Name	: E.N.L. TRADING	Mode of Procurement	: Public Bidding
Address	: Lot 5 Block 14 Isaiah St. Goodwill Homes II, Bagbag, Novaliches, Quezon City	Resolution No.	: 23-PB-272
Business Type	: Sole Proprietorship Registration #05457046	TIN Number	: 290-954-554-000
		Contact Number	: 09102809555

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
	Office of the City Mayor (GAD Council Office) - OCM(GAD)-23-OSD-0186				
1	DATA FOLDER BOX, made of chipboard w/taglia lock	piece	10 ✓	299.00 ✓	2,990.00 ✓
2	CLEAR FOLDER 15PCS/PACK, LEGAL SIZE	pack	20 ✓	150.00 ✓	3,000.00 ✓
3	FILING BOX, single magazine file holder desk organizer, 39.5cm x 24cm x 10.5cm	piece	50 ✓	230.00 ✓	11,500.00 ✓
4	ILLUSTRATION BOARD 1/4 size	piece	50 ✓	20.00 ✓	1,000.00 ✓
5	MANILA PAPER, 36" x 48", 150 pcs per roll	roll	1 ✓	918.00 ✓	918.00 ✓
6	CLIP, BACKFOLD 25mm 12pcs/box	box	20 ✓	14.00 ✓	280.00 ✓
7	CLIP, BACKFOLD 41mm 12pcs/box	box	10 ✓	65.00 ✓	650.00 ✓
8	CLIP, BACKFOLD 19mm 12pcs/box	box	15 ✓	13.00 ✓	195.00 ✓
9	SPECIALTY PAPER 8 1/2x13, 220gsm VELLUM, 10pcs/pack, pale cream	pack	500 ✓	78.00 ✓	39,000.00 ✓
10	PHOTO PAPER GLOSSY A4 high premium glossy A4, 25s/packs	pack	4 ✓	67.00 ✓	268.00 ✓
11	STICKER PAPER A4 size 10pcs/sheet	sheet	10 ✓	55.00 ✓	550.00 ✓
12	Calculator, Heavy Duty: Solar	piece	3 ✓	1,500.00 ✓	4,500.00 ✓
13	PLASTIC RING BINDER 16mm (150 sheets) Plastic, Legal size	pack	5 ✓	290.00 ✓	1,450.00 ✓
14	PLASTIC RING BINDER 14mm (130 sheets) Plastic, Legal size	pack	5 ✓	212.00 ✓	1,060.00 ✓
15	TAPE, TRANSPARENT 1" 24mm, roll	roll	30 ✓	26.00 ✓	780.00 ✓
16	TAPE, TRANSPARENT 2" 48mm, roll	roll	30 ✓	26.00 ✓	780.00 ✓
17	TAPE ALUMINUM DUCT, 2"x33meters length	roll	10 ✓	135.00 ✓	1,350.00 ✓
18	ENVELOPE BROWN, plain, legal size/box, 500 pcs/box	box	2 ✓	1,000.00 ✓	2,000.00 ✓
19	WHITE BOARD, 80x120cm	piece	3 ✓	2,500.00 ✓	7,500.00 ✓
20	CORK BOARD, 40x60cm	piece	6 ✓	900.00 ✓	5,400.00 ✓
21	FLASHDRIVE, USB, 16GB Capacity	piece	22 ✓	213.00 ✓	4,686.00 ✓
22	MOUSE, optical, USB connection type	piece	9 ✓	150.00 ✓	1,350.00 ✓
23	MEGA BOX 120L	piece	20 ✓	835.00 ✓	16,700.00 ✓
24	KEYBOARD, Logitech MK220	piece	10 ✓	650.00 ✓	6,500.00 ✓
25	MOUSE, Logitech B100 with 800DPI, optical, USB connection type	piece	10 ✓	269.00 ✓	2,690.00 ✓

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	<b>EDWIN A. LACERBA</b> 7/11/23 Signature Over Printed Name of Supplier / Date
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Funds Available:	RV-2307-05898
<b>RUBY G. MANANGU</b> City Accountant	OBR: RV-2307-05898
Approved Budget for the Contract : 405,506.60	



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Business Type	: Sole Proprietorship Registration #05457046	TIN Number	: 290-954-554-000
		Contact Number	: 09102809555

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
26	LAN WIRE, Belden CAT6 UTP cable 300meterx1000feet	roll	1	9,000.00	9,000.00
27	RJ45 CONNECTOR, Ad-Link RJ45 connector 100pcs/box	box	2	320.00	640.00
28	External Drive, Seagate 1TB Slim External hard drive HDD	piece	10	3,350.00	33,500.00
29	Monoblock Chair, 101 Classic Chair, 780mm Back Rest HT, 355mm Front Leg Distance, 375mm, Seat HT, 355mm Seat Length, 365mm Side Legs Distance, 370 Seat Width, 2.28kg Gross Weight	piece	10	567.00	5,670.00
30	Clicker for Powerpoint, Supported OS: Windows Vista, Wireless Technology: 2.4 GHz wireless technology, Interface: USB, Dimension: 37.8 x 115.5 x 27.4mm	piece	5	1,620.00	8,100.00
31	Mono SD Card, 512GB Ultra Micro SDXC UHS-I Memory Card with Adapter - 100MB/s, C10, U1, Full HD, A1, Micro SD Card-SDSQUAR-512G-GN6MA	piece	5	4,024.00	20,120.00
32	File Tray, Heavy Duty Black Alloy Steel, 14 x 9.6 x 13.3 inches, Upgrade assembly mode file organizer for desk, screws free design, 5 tier paper organizer tray frame, steel wire mesh, Rubber anti-slip feet to prevent it from sliding or scartching surface, Holding Letter/A4 size paper, Folder, Binders, Stationary and Notebook, Flat letter tray with mesh drawer organizer.	piece	15	909.00	13,635.00
Quezon City Protection Center - QCPC-23-OSD-0192					
33	External Hard Drive Back Up 2TB HDD 2.5" Slim Portable, USB type, Color Black	Piece	5	5,700.00	28,500.00
34	Trodat dater customized self-inking stamp " RECEIVED" with QCPC name	Piece	3	1,313.00	3,939.00
35	Trodat dater customized self-inking stamp " CERTIFIED TRUE COPY" with QCPC name	Piece	2	1,375.00	2,750.00
36	PAPER CLIP, Vinyl/ Plastic coated, 33mm	Box	30	9.00	270.00
37	PAPER MULTICOPY legal size, 80 gsm	Ream	60	180.00	10,800.00
38	Pencil Lead #2, with eraser, 12's/ box	Box	20	166.00	3,320.00
39	Eraser Dust free Small 187130	Piece	50	40.00	2,000.00
40	Multi-purpose glue white 130g	Piece	25	65.00	1,625.00
41	Highlighter Pen stabilo boss .02kg, 2.3cm x 1.5cm x 10.5cm 9 pcs/set: 4 hrs anti-dry-out; Water based ink and odorless; 9 colors	Set	24	445.00	10,680.00

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

**EDWIN A. LACBAI** 7/11/23  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 405,506.60

OBR : **WU-23-07-05898**  
**WU-23-05-04326**





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**PROCUREMENT DEPARTMENT**  
Quezon City Government



PO Number **2305058**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
42	Bond Paper Short 8.5 x 11 inches 80gsm 500 sheets/ream	Ream	20	220.00	4,400.00
43	FOLDER Tag board, Legal size, 100's/box	Box	10	334.00	3,340.00
44	STAPLE WIRE, standard #35; 5,000pcs/box	Box	20	60.00	1,200.00
45	SCISSORS, 9" heavy duty blade stainless, office scissor	Piece	20	218.00	4,360.00
46	STICKER PAPER, A4 size Glossy 10's/pack	Pack	100	72.00	7,200.00
47	SCOTCH TAPE 1" (24mm)	Piece	60	20.00	1,200.00
48	BROWN ENVELOPE (Long) Legal size, 500pcs/box	Box	2	902.50	1,805.00
49	MARKER, PERMANENT, red broad tip 12's/box	Box	5	612.00	3,060.00
50	MARKER, PERMANENT, black broad tip 12's/box	Box	25	612.00	15,300.00
51	CLEAR FOLDER, Non-slip locking bar, sturdy clear plastic front cover, Legal size 8 1/2 inches x 13 inches (Light Blue, Purple and Red)	Piece	50	18.00	900.00
52	CLEAR BOOK, Long, Refillable 20 leaves pockets: Color: Blue & Purple	Piece	25	105.00	2,625.00
53	STICKY INDEX tab writable colored, 2 styles: flat and arrow, page marker flags, 7 bright colors: pink, orange, yellow, green, blue, dark purple, light purple, 4.5 x 1.2 cm/ 1.77 x 0.47 inches, 600pcs/set	Set	10	260.00	2,600.00
54	PLASTIC L-type, Legal size, 12s/pack; Color: Clear, Red, Blue & Green	Pack	35	57.00	1,995.00
55	PHOTO PAPER GLOSSY A4 high premium glossy A4, 25s/packs	Pack	25	325.00	8,125.00
56	SPECIALTY BOARD PAPER 220 gsm, 8.5' x 13", Color: P. Cream, 10 sheets/pack	Pack	150	89.00	13,350.00
57	SPECIALTY BOARD PAPER 220 gsm, 8.5' x 11", Color: P. Cream, 10 sheets/pack	Pack	150	77.00	11,550.00
58	Sign Pen BX-V5C-B (PHI) 0.5 point, black. Liquid rollerball equipped with an ink regulator for perfect ink flow	Piece	50	738.00	36,900.00
59	SIGN PEN- Liquid gel, Purple .5mm	Piece	50	35.00	1,750.00
60	BINDER CLIP 19mm 12/box	Box	30	32.00	960.00
61	BINDER CLIP 25mm 12/box	Box	30	45.00	1,350.00
62	BINDER CLIP 32mm 12/box	Box	30	55.00	1,650.00
63	BINDER CLIP 55m 12/box	Box	30	66.00	1,980.00

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

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 405,506.60

OBR :



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64	CLIPBOARD, Long, Metal Clip, 37cm x 24xm x 0.1cm, Grey & Blue	Piece	15	155.00	2,325.00
65	DESK TAPE DISPENSER, Dual Core, Heavy Duty, Large Size, 8.4 x 3.5 x 4.25 inches, Rust proof stainless steel serrated edge blade width: 1.25 inches	Piece	10	193.00	1,930.00
	***** Nothing Follows *****				

Total Amount : 403,501.00

Total Amount In Words (Pesos): Four Hundred Three Thousand Five Hundred One Pesos Only

MA. JOSEFINA G. BELMONTE  
City Mayor



Signature Over Printed Name of Supplier / Date  
7/11/23

Funds Available:

RUBY G. MANANGU  
City Accountant

Approved Budget for the Contract : 405,506.60

OBR : 100-2022-07-05898



## 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 11 JUL 2023 and to expire on -

CONFORME:

10 AUG 2023  
[Signature]  
SIGNATURE OVER PRINTED NAME

[Signature]  
IN THE CAPACITY OF

7/11/23  
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)