



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



PO Number **2305069**

Purchase Order Date: **15 JUN 2023**

Procuring Unit	: QUEZON CITY ANTI-DRUG ABUSE ADVISORY COUNCIL/ QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES/ QUEZON CITY PROTECTION CENTER	Project Number	: CONSO-23-OE-0771
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Public Bidding
Address	: 21C Matiyaga St., Barangay Central, Quezon City	Resolution No.	: 23-PB-275
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-000
		Contact Number	: 09275957220

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	Quezon City Anti-Drug Abuse Advisory Council - QCADAAC-23-OE-0477 LAPTOP COMPUTER (ACER) ✓ 14 inches FHD (1929 x 1080) IPS 250 units, anti-glare; Graphics: 2GB; Storage: 512GB SSD + 1TB HDD; Processor: 10th Gen Intel Core i7-10510U ✓ or its equivalent benchmark processor; Memory: 16GB DDR4 or same graphics; OS: Windows 10 Pro; With License MS Office Student 2019 ✓ Quezon City Center for Children with Disabilities - QCCCD-23-OE-0645 ✓	unit ✓	8 ✓	72,750.00	582,000.00
2	Vacuum Cleaner (DEERMA); handheld, portable, ultra-lightweight; rated power: 400W; rated voltage: 220V~50Hz; Product Net weight: 1.4kg.; Power cord length: 4.5m; Dust cup capacity: 1.0l; Color: Any color ✓	unit ✓	1 ✓	5,000.00 ✓	5,000.00
3	Water Dispenser (AMERICAN HOME); Water bottle capacity: 5 Gallons Power consumption: 420W Voltage/Frequency: 230V~60Hz; Product Dimensions (HxWxD) 1040mm x 360mm x 310mm ✓	unit ✓	1 ✓	9,623.75 ✓	9,623.75 ✓
4	Industrial Air cooler (IWATA); 350 watts power for 55-60sqm. Area; Heavy duty-type; 3-speed powerful airflow 7,000 cu. m/hr.; With 3 sides cooling pad; 40 liters water tank capacity; Continuous water supply inlet; Auto shut- off water pump with low water alarm; with 1-8 hours timer; With remote controller; Automatic vertical louver; Floor standing with caster wheel; Dimensions: (LxWxH) 32in x 17in x 68.5in ✓	unit ✓	2 ✓	31,688.00	63,376.00
5	Z121 Compact PC Stereo Speakers (LOGITECH), 3.5mm Audio Input, USB powered. Integrated Controls, Cable Management Solution, Computer/Smartphone/Tablet/Music player - White/Black color ✓	unit ✓	5 ✓	621.00	3,105.00 ✓
6	DSLR Camera (CANON), 33MP DSLR camera with a 22.3 x 14.8mm CMOS sensor; has an ISO range of 100 to 25600; can also record videos at full HD; Has a 3inch display, Video format: MPEG-4, H.264; Lens mount: EF/EF-S; Auto-focus; Continuous shooting; with WIFI; headphones, USB and bluetooth connectivity features; touchscreen; Weight: 70lg; Dimensions: (WxHxD) 140.7mm x 104.8mm x 76.88mm; Color: Black; with camera bag/kit; with battery and memory card ✓	unit ✓	1 ✓	81,660.00	81,660.00
7	Quezon City Protection Center - QCPC-23-OE-0454 ✓ Manual Typewriter (INTERWOOD); 18" carriage Keyboard: 44 keys	Unit ✓	2 ✓	14,000.00 ✓	28,000.00

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

Ryan A. Guillermo

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : 100-2023-05-4230/4329/4328

Approved Budget for the Contract : 941,460.00



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Max. typing width : 440mm Max. paper width : 460mm Paper release Carriage release Ribbon : Black/Red Ribbon Selector : Three-step Impression control : individual Color : Beige Dimensions (HxWxD) : 60x41x20CM Weight : 7.4kg with casing  ***** Nothing Follows *****				

Total Amount : 772,764.75

Total Amount In Words (Pesos): Seven Hundred Seventy-Two Thousand Seven Hundred Sixty-Four Pesos and 75/100 Only

MA. JOSEFINA G. BELMONTE  
City Mayor



Ryan A. Guillermo

Signature Over Printed Name of Supplier / Date

7/7/2023

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 100-2023-05-4330/4329/4328

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## 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 07 JUL 2023 and to expire on - 06 AUG 2023.

CONFORME:

Ryan A. Guillermo

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

7/7/2023  
DATE

Duly authorized to sign this Purchase Order for and on behalf of AL ELEN ENTERPRISE  
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)