



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



PO Number **2305119**

Purchase Order Date: **22 JUN 2023**

Procuring Unit : OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE) Project Number : OCM(QMC)-23-OSD-0388C  
Company Name : DEGE TRADING Mode of Procurement : 52.1b  
Address : #436 East Berkeley St. California Village, San Bartolome, Quezon City Resolution No. : 23-A-114  
Business Type : Sole Proprietorship Registration #1176646 TIN Number : 408-043-452-00000  
Contact Number : 0917-821-4319

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	Premium Colored Paper Legal 8 1/2 inches x 13 inches, Lemon 500 sheets (80gsm)	Ream	6	455.00	2,730.00
2	Official Record Book 500 pages, 8.5 x 11 (inches)	Piece	10	263.90	2,639.00
3	Envelope Brown, 9x12 (inches) 100pcs/pack	Pcs	500	4.50	2,250.00
4	Heavy Duty Paper Puncher Paper Puncher 2-Hole; punches up to 25 sheets/ 70 GSM; with adjustable paper guide	Unit	3	169.00	507.00
5	Ballpen #1.0mm black, 12pcs/box	Boxes	2	98.00	196.00
6	Ballpen fine point, black 50pcs/box	Boxes	5	385.00	1,925.00
7	Ballpen fine point, red 50pcs/box	Boxes	2	385.00	770.00
8	Packaging tape transparent by 1inch	Roll	27	44.85	1,210.95
9	Masking tape 2inches x 100 m per roll	Roll	30	94.90	2,847.00
10	White Board Marker 2.0mm bullet tip; Low odor; For dry and wet erase; red	Piece	15	65.00	975.00
11	White Board Marker 2.0mm bullet tip; Low odor; For dry and wet erase; blue	Piece	15	66.30	994.50
12	Permanent marker bullet tip 1.5mm bullet tip; Low odor; black	Piece	10	68.58	685.80
13	Permanent marker broad tip 1.5mm broad tip; Low odor; black	Piece	10	54.60	546.00
14	Pencil no.2, 12pcs/box with eraser	Box	5	110.50	552.50
15	Binder Clip 32mm, 24pcs/box	Box	2	83.20	166.40

MA. JOSEFINA G. BELMONTE  
City Mayor

Signature Over Printed Name of Supplier / Date  
Mama Maria H. Lanas 6/23/2023

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 100. 2100. 02. 04799

Approved Budget for the Contract : 71,318.65

## 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 23 JUN 2023 and to expire on -

CONFORME:

MANA YRA GARCIA  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

6/23/2023  
DATE

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

DEGE 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)





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**PROCUREMENT DEPARTMENT**  
Quezon City Government



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Sir/Madam:

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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
16	Scissor stainless steel, 8inches, with plastic finger tip	Piece	7	90.00	630.00
17	Stapler with staple remover metal, size #35	Box	5	162.50	812.50
18	Calculator 12 digits MS-20F, solar and battery	Piece	5	746.20	3,731.00
19	Stainless steel ruler 24 in/2ft long 24 inches/ 2ft. long stainless-steel ruler; 1.2mm thick; 30mm width	Piece	2	312.00	624.00
20	Laminating Film 12 inches x 100m,125 microns	Roll	2	1,365.00	2,730.00
21	Cork Board 0.6m x 0.9m brown, durable, high density cork board	Piece	5	780.00	3,900.00
22	Photo Paper high gloss A4, 21cm x 29.7cm	Pack	75	244.08	18,306.00
23	Self-healing cutting mat A2 A2 size, 3mm THK, Net weight: 1.35kg., Material: Composite PVC	Piece	2	780.00	1,560.00
24	Clipboard long size with cover Folding clipboard with cover, faux leather finish	Piece	5	117.00	585.00
25	External Hard drive 2TB, USB3.0, Slim, with free rescue data, customizable backup, with password encryption, downloadable toolkit backup software	Piece	2	5,270.00	10,540.00
26	Wireless Mouse 2.4Hz with USB nano receiver, optical tracking, 10m range wireless, ambidextrous shape, with battery	Piece	5	455.00	2,275.00
27	Flashdrive 32GB, USB 3.0 flash drive, USB-A connector, 130MB/s sequential read performance	Piece	17	332.00	5,644.00
***** Nothing Follows *****					

Total Amount : 70,332.65

Total Amount In Words (Pesos): Seventy Thousand Three Hundred Thirty-Two Pesos and 65/100 Only

MA. JOSEFINA G. BELMONTE  
City Mayor



Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : NO. 210M-06.07799

Approved Budget for the Contract : 71,318.65



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CONFORME:

MAHA UTA GARCIA  
SIGNATURE OVER PRINTED NAME

PROJ MTRK

IN THE CAPACITY OF

6/23/2023  
DATE

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

DEGE 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. \_\_\_\_\_.

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