



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



PO Number **2305115**

Purchase Order Date: **JUL 10 2023**

Procuring Unit	: DEPARTMENT OF PUBLIC ORDER AND SAFETY / NOVALICHES DISTRICT CENTER	Project Number	: CONSO-23-OSD-0821
Company Name	: DEGE TRADING	Mode of Procurement	: Public Bidding
Address	: #436 East Berkeley St. California Village, Brgy. San Bartolome, Quezon City	Resolution No.	: 23-PB-318
Business Type	: Sole Proprietorship Registration #1176646	TIN Number	: 408-043-452-00000
		Contact Number	: 09053689247

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
	DPOS-23-OSD-0626				
1	Bond Paper - Premium Grade, A4 Size, 210mm x 297mm, 80gsm, 500 sheets per ream	ream	380	250.00	95,000.00
2	Bond Paper - Premium Grade, Legal Size, 216mm x 330mm, 80gsm, 500 sheets per ream	ream	850	195.00	165,750.00
3	Calculator - compact, 12 digits	unit	10	604.50	6,045.00
4	Clip - back fold, 50mm, 12 pieces per box	box	10	43.60	436.00
5	Clip Paper - vinyl/plastic coat, 32mm (100 pieces per box)	box	140	13.50	1,890.00
6	Clip Paper vinyl/plastic coat - 48mm (100 pieces per box)	box	140	13.50	1,890.00
7	Clip - back fold, 25mm, 12 pieces per box	box	160	16.64	2,662.40
8	Clip - back fold, 19mm, 12 pieces per box	box	160	16.64	2,662.40
9	Correction Tape - 5mm x 6m (min.) disposable	piece	700	38.00	26,600.00
10	Cutter Blade - for heavy duty cutter	piece	50	14.40	720.00
11	Cutter Knife - for general purposes	piece	50	33.40	1,670.00
12	Electronic Calculator - electronic printing calculator, 12 digits, power source: AC, with thermal paper	unit	1	5,800.00	5,800.00
13	Fastener for Paper - metal, non-corrosive, non-sharp edges, 70mm between prongs, 50 sets per box	box	150	90.00	13,500.00
14	Index Card - 5 inches x 8 inches, ruled both sides, 500's/pack	pack	4	139.00	556.00
15	Pencil - no. 2 medium, with eraser, 12's box	box	25	165.00	4,125.00
16	Puncher - with 2-hole guide, heavy duty	piece	21	150.00	3,150.00
17	Push Pin - flat head, assorted colors, 100 pieces per case	box	45	39.00	1,755.00
18	Record Book - 500 pages, 214mm x 278mm	book	400	160.00	64,000.00
19	Scissors - symmetrical, multi-purpose	piece	60	33.40	2,004.00
20	Staple Wire - standard, 5,000 staples	box	150	45.00	6,750.00
21	Staple Wire Remover - pen-type, magnetic head	piece	50	149.00	7,450.00
22	Tape - masking, width: 24mm (±1mm)	roll	140	60.00	8,400.00
23	Tape - masking, width: 48mm (±1mm)	roll	70	104.00	7,280.00

**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 : 598,962.30

OBR : 10 - 2023 - 06 - 485  
4786



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24	Tape - packaging, width: 48mm (±1mm)	roll	50	96.00	4,800.00
25	Tape - transparent, width: 24mm (±1mm)	roll	105	38.00	3,990.00
26	Hand Soap - liquid, 500ml	bottle	69	102.00	7,038.00
27	Hand Truck Trolley - push cart trolley, foldable handrail, 400 kg., maximum loading capacity, made of steel, 4 swiveling casters, wheel diameter: 130mm (5 inches), dimension (cm): L61 x W91 x H85, floor height: 210mm NDC-23-OSD-0780	unit	2	5,000.00	10,000.00
28	Binder Clip - 1 5/8 inches	box	104	55.00	5,720.00
29	Binder Clip - 2 inches NDC-23-JS1-0781	box	104	55.00	5,720.00
30	Detergent Liquid Soap - 1 liter	liter	120	120.00	14,400.00

\*\*\*\*\* Nothing Follows \*\*\*\*\*

Total Amount : 481,763.80

Total Amount In Words (Pesos): Four Hundred Eighty-One Thousand Seven Hundred Sixty-Three Pesos and 80/100 Only

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 : 598,962.30

OBR : 10 - 2023 - CG - 4785  
4786



## 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 27 2023 and to expire on -

AUG 29 2023

CONFORME:

MARA MA  
SIGNATURE OVER PRINTED NAME

PROPRIETOR  
IN THE CAPACITY OF

7/27/2023  
DATE

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

DELC 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)