



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2307004**

Purchase Order Date: **AUG 09 2023**

Procuring Unit	: HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number	: HRMD-23-OSD-0760F
Company Name	: MS. V ENTERPRISES	Mode of Procurement	: 52.1b
Address	: #6 Bayo Condotel & Suites, Scout Bayoran St., Cor. Scout Tuazon, Brgy. South Triangle, Quezon City	Resolution No.	: 23-A-159
Business Type	: Sole Proprietorship Registration #4918293	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

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	PAPER – multicopy, 80 GSM, A4 size	Ream	200	189.18	37,836.00
2	CORKBOARD - 36 inches L x 24 inches H, Wall Mounted with Aluminum Frame	Unit	2	1,600.00	3,200.00
3	CORKBOARD - 36 inches L x 48 inches H, Wall Mounted with Aluminum Frame	Unit	5	2,800.00	14,000.00
4	CUTTER - handheld, big, auto lock, Size: 8cm L x 2.2cm W x 21cm H	Piece	20	141.70	2,834.00
5	DATA FILE BOX - made of chipboard, with closed ends, Legal (12 x 24x 40 cm)	Piece	50	77.20	3,860.00
6	FOLDER - Pressboard, size: 240mm x 370mm (-5mm)	Box	10	952.64	9,526.40
7	GLUE STICK - 6Grm, washable	Piece	20	35.00	700.00
8	INDEX TAB - Cel U Dex, 5 feet, clear	Piece	50	140.00	7,000.00
9	LEVER ARCH FILE FOLDER - long 7cm, CP50 2.5 inches side, black	Piece	20	250.00	5,000.00
10	MARKER - permanent, bullet type, black	Piece	50	7.47	373.50
11	PENCIL - with Eraser 3 pieces/pack	Pack	50	31.20	1,560.00
12	PHOTO PAPER - A4 Size, 210gsm, 10sheets/pack, glossy, quick-dry, water-proof	Pack	50	183.00	9,150.00
13	TAPE DISPENSER - Heavy Duty	piece	10	300.00	3,000.00
14	PAPER TRAY - 3 Layers, Material: Metal, Color: Black	Piece	30	585.00	17,550.00
15	CHARGER WITH BATTERY - Recharge Pro, maximize battery performance, bad battery detection, audio and light charging indicators, automatic switch on and off, charges 2-4 AA or AAA batteries at a time, includes 2 recharge AA batteries	Piece	5	2,000.00	10,000.00
16	FLUORESCENT LED LIGHTS - 9 watts	Tube	50	100.00	5,000.00
17	EXTENSION CORD - 6 Gang with Switch and 5 Meter Wire	Piece	20	1,275.00	25,500.00
18	STORAGE BOX - Made of plastic resin, Durable, clear base for easy identification of contents, Ideal for large items, Capacity: 80L, Measurements: L 73 x W 38 x H 39 cm	Piece	15	1,012.00	15,180.00

MA. JOSEFINA G. BELMONTE
City Mayor

VENUS T. JERRY Aug. 24, 2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 361,304.40

OBR : 100 - 2023 - 07 - 6488



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		Contact Number	: 0917-819-5910

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19	ALCOHOL - 70-80%, ethyl, 500ml with pump antiseptic disinfectant with moisturizer	Bottle	170	140.00	23,800.00
20	ELECTRICAL TAPE - vinyl, black, 19mm x 16m	Piece	5	51.00	255.00
21	FACIAL TISSUE - Unscented 2Ply 190pulls/box	Box	200	140.60	28,120.00
22	WET WIPES 80 Sheets per pack, Size: 15 cm x 20 cm	pack	200	117.00	23,400.00
23	EXTERNAL HARD DISK - 2TB, Textured Metal Finish, 3.0 Interface USB Powered Connection, Length: 4.52 inches/114.8mm Compatible with USB 3.0 and USB 2.0, Compatible with Windows and Mac without need to reformat	Piece	5	5,848.70	29,243.50
24	FLASH DRIVE - 64GB, USB 3.0, Black	Piece	46	625.00	28,750.00
25	KEYBOARD - Interface: USB, Design Style: Standard, Keyboard Color: Black, Type: Wired, Features: Comfortable, quiet typing, Thin profile Sturdy, adjustable tilt legs, Easy-to-read keys, Curved space bar, Spill-resistant design, Durable keys, Plug-and-play USB connection	Piece	20	585.00	11,700.00
26	MOUSE - Optical USB, Black, Height: 4.45 inches (113 mm), Width: 2.44 inches (62 mm), Depth: 1.50 inches (38 mm), Weight: 3.17 oz (90 g), Cord Cable length: 70.87 inches (180 cm), Sensor technology: Optical Tracking DPI (Min/Max): 1000±	Piece	20	325.00	6,500.00
27	FIRST AID KIT - Hydrogen Peroxide 10%, Povidone Iodine, Isopropyl Alcohol, Cotton, Bantam Plastic strips, Gauze Pads, Gauze Bandage, Paper Tape, Face Mask, Flashlight with whistle, Aquatabs	Unit	5	585.00	2,925.00
28	BLOOD PRESSURE MONITOR - automatic, Intelli Wrap, Intelli sense, Irregular Heartbeat Detection, Body Movement Detection, Hypertension Indicator, 60 Memory, Cuff Wrapping, Guide, Average of Last 3 Readings	Unit	2	4,914.00	9,828.00

MA. JOSEFINA G. BELMONTE
City Mayor

VENUS T. JERRY
Signature Over Printed Name of Supplier / Date

Aug. 14, 2023

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 361,304.40

OBR : 10.2023.07.6488



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PROCUREMENT DEPARTMENT
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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
29	FACE MASK - Surgical 3 ply (50's), Certified by 3rd party laboratory test results. Blue Color, Premium 3 Ply Mask (PPSB, Meltblown, PPSB) Bacteria Filtration Efficiency - up to 99%, Virus Filtration Efficiency - up to 99%, Latex Particle Filtration Efficiency - up to 99%, Sub-Micron Particulate (NaCl) filtration. Disposable Non-woven, Fiberglass Free, Hypoallergenic excellent Breathability, Adaptable nose bar high filtration, Lightweight ***** Nothing Follows *****	Box	200	110.50	22,100.00

Total Amount : 357,891.40
Total Amount In Words (Pesos): Three Hundred Fifty-Seven Thousand Eight Hundred Ninety-One Pesos and 40/100 Only

 MA. JOSEFINA G. BELMONTE City Mayor		 VENUS T. TERRAY Signature Over Printed Name of Supplier / Date
 RUBY G. MANANGU City Accountant	OBR : /h. 2023 - 07 - 6488	Aug. 14, 2023
Approved Budget for the Contract : 361,304.40		

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

CONFORME:

VENUS T. HERRERA
SIGNATURE OVER PRINTED NAME

PROPRIETRESS
IN THE CAPACITY OF

Aug. 14, 2023
DATE

Duly authorized to sign this Purchase Order for and on behalf of MS. V. BURENARRES
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)