



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2307022**

Purchase Order Date: **AUG 02 2023**

Procuring Unit : CITY PLANNING AND DEVELOPMENT DEPARTMENT
Company Name : ALELEN ENTERPRISE
Address : 21C Matiyaga St., Barangay Central, Quezon City
Business Type : Sole Proprietorship Registration #1387714
Project Number : CPDD-23-OSD-0794
Mode of Procurement : Public Bidding
Resolution No. : 23-PB-451
TIN Number : 179-876-721-000
Contact Number : 936-4514

Sir/Madam:

Please furnish this office the following articles subject to the terms and conditions contained her

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
	DEVELOPMENT REGULATION PROGRAM - ZONING - ADMINISTRATION				
47	Color pen, 18 pcs/set	Set	3	150.00	450.00
48	Color Pencil, 24 pcs/set	Set	1	450.00	450.00
49	Paper Multi-copy 420mm x 297mm A3, 70 gsm	Ream	3	550.00	1,650.00
50	Dating & Stamping Machine heavy duty	Pack	3	768.00	2,304.00
51	Correction pen Liquid pen, metal tip, 7ml	Piece	6	39.00	234.00
52	Special Paper for LC (5 yrs.), Linen paper with Letterhead, 8 1/2" x 13" color Cream, 160 gsm, 500pcs/ream	Ream	20	3,294.00	65,880.00
53	Extension Cord 5 m., surge protector w/ line filter, 5 sockets	Piece	6	1,390.08	8,340.48
54	Keyboard USB	Piece	6	562.50	3,375.00
55	Mouse Optical, USB connection type	Piece	12	237.50	2,850.00
56	External Hard Drive 1TB, USB 3.0 HDD, original	Unit	2	2,520.00	5,040.00
***** Nothing Follows *****					

Total Amount : 492,499.83

Total Amount In Words (Pesos): Four Hundred Ninety-Two Thousand Four Hundred Ninety-Nine Pesos and 83/100 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 : 603,767.00

OBR : NO. 2022-07-00490



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	ADMINISTRATIVE SUPPORT PROGRAM				
1	Fancy Folder, Legal Blue, 50pcs/pack	Pack	2	406.25	812.50
2	Fancy Folder, Legal Red, 50pcs/pack	Pack	2	406.25	812.50
3	Fancy Folder, Legal Yellow, 50pcs/pack	Pack	2	406.25	812.50
4	Fancy Folder, Legal Green, 50pcs/pack	Pack	2	406.25	812.50
5	Fancy Folder, Legal Violet, 50pcs/pack	Pack	1	406.25	406.25
6	Fancy Folder, Legal Orange, 50pcs/pack	Pack	1	406.25	406.25
7	Specialty Board 8.5 x 13, 220gsm, (blue, white, green)	Piece	1,000	45.00	45,000.00
8	Stand File Box, data file box, made of chipboard	Piece	100	148.68	14,868.00
9	CD Recordable, speed 52 x 700mb capacity	Piece	50	17.50	875.00
10	DVD-Recordable, speed 4.7 Gb capacity	Piece	30	15.00	450.00
11	Clip - 19mm back fold, 19mm 12s/ box , black	Box	20	18.75	375.00
12	Clip - 25 mm back fold, 25mm 12s/ box , black	Box	20	27.50	550.00
13	Permanent Marker, refillable marker 1.5mm, black	Piece	24	36.00	864.00
14	Post-It Page Marker, 1/2 x 2, 0.5 x 1.75" 500 markers/ pack	Pack	5	367.50	1,837.50
15	Photo paper, high prem. Glossy, A4, 25 pcs/ pack	Pack	5	49.60	248.00
16	Ruler 12- inch Ruler, any color, plastic	Piece	12	11.50	138.00
17	Magnetic Whiteboard Eraser, whiteboard eraser with magnet, 150x50x28mm	Piece	12	33.00	396.00
18	Clear Folder - Assorted color, Clear sliding folder long size	Piece	30	23.56	706.80
19	File Tray Organizer, 2 layer metal desk tray mesh type	Piece	120	267.00	32,040.00
20	Tape Dispenser, clear tape cutter	Piece	2	65.00	130.00
21	Sticker Paper-White, A4, glossy, 10 pcs/pack	Pack	20	82.00	1,640.00
22	Sticker Paper-Colored, Sticker paper assorted color, A4, glossy, 10 pcs/pack	Pack	10	50.00	500.00
23	Transparency Film, A4 (210mm x297mm) 0.1mm/100 sheets	Box	3	575.00	1,725.00

MA. JOSEFINA G. BELMONTE
City Mayor

Rpa Guillermo
Signature Over Printed Name of Supplier / Date

8/17/2023

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : no. 210217. 06490

Approved Budget for the Contract : 603,767.00



Republic of the Philippines
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PO Number **2307022**

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Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-000
		Contact Number	: 936-4514

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Delivery Schedule Thirty (30) Calendar Days

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
24	Outdoor UTP Lan Cable, Plug and Play 3M Cat5 Outdoor UTP Cable With Metal Shielded Rj45 Connector and Rubber Boots Both Ends for Protection Fluke Tested Crimped Type: Straight Through (Standard) Gigabit Speed Lan Cable for Rain or Shine Connection(s): 2xRJ-45 Male Color Black Thick Outer Jacket Cable Brand used: AD-LINK Can be used Indoors/Outdoors Application: Modem, Routers, WiFi Access Points, Switch Hubs, CCTV, Laptops, Desktop Computers, etc	Piece	10	73.66	736.60
25	Battery AA (Rechargeable), 100% original, AA, 1.2V 2450mAh, low self-discharge, no memory effect	Pack	30	346.84	10,405.20
26	Battery AAA (Rechargeable), 100% original, AAA, 1.2V 2450mAh, low self-discharge, no memory effect	Pack	30	346.84	10,405.20
27	Liquid Hand Sanitizer, Hand Sanitizer 99.99% effective against many common germs and provides 8 hours of moisturization, 250ml	Bottle	150	110.00	16,500.00
28	Rags, Assorted Colors, 15pcs per bundle, Made of Cotton, 7 and half inches diameter	Bundle	150	144.90	21,735.00
29	Portable Foldable Camping Table, 5Ft 1.52M High Quality Portable Foldable Camping Table Set Outdoor Waterproof Ultra-light Durable Table Material: Aluminum, plastic	Piece	5	3,000.00	15,000.00
30	Extension Cord, at least 2 meters or more	Piece	5	327.60	1,638.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : NO. 212M-07. 06490

Approved Budget for the Contract : 603,767.00



Republic of the Philippines
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Quezon City Government



PO Number **2307022**

Purchase Order Date: **AUG 02 2023**

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Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-000
		Contact Number	: 936-4514

Sir/Madam:

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Delivery Schedule Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
31	Cloth Tape, 50m/roll, Gray, Black, blue	Roll	5	210.00	1,050.00
32	Mouse, optical, USB connection type	Piece	36	239.40	8,618.40
33	USB Flash Drive, 16GB capacity USB 2.0 port, Plug & Play	Piece	60	195.00	11,700.00
34	Keyboard, USB	Piece	15	576.00	8,640.00
35	External Hard Drive 2TB, Slim Black External HD	Piece	10	5,495.00	54,950.00
36	Fluorescent Tube Light LED, 10-15W LED light; 6500K daylight; 1500lm; 15,000 hours' lifespan; Glass enclosure; Single ended input; 1212 mm length; UV, IR and mercury free.	Piece	150	244.00	36,600.00
37	LED Bulb 9 Watts, Cool Daylight, 6500k 720lm, 65mA, 50/60Hz, 220-240Vac	Piece	10	142.00	1,420.00
38	Car Freshener, in can, 42 g	Can	20	292.00	5,840.00
39	Toilet Deodorant Cake, 99% para-dichlorobenzene 100gm w/handle	Piece	35	77.49	2,712.15
40	Battery - AA (Alkaline), 2pcs per pack, original, max alkaline battery	Pack	50	150.00	7,500.00
41	Battery - AAA (Alkaline), 2pcs per pack, original, max alkaline battery	Pack	60	160.00	9,600.00
42	Liquid Hand Soap with Dispenser, 200 to 250 ml, plastic bottle, with dispenser, well-packed, lemon or lavender scent (fresh scent), with moisturizing ingredients that helps fight dry skin, best for killing over 99% of germs or bacteria on skin	Piece	140	129.00	18,060.00
43	Mop Bucket, 20L, heavy duty	Piece	2	2,000.00	4,000.00
44	Car Vacuum Cleaner	Piece	10	2,000.00	20,000.00
45	LED Spot, 395 lumen, 4.6W GU10 220-240V 50/60Hz, Warm White, Classic Design, 90% Energy Saving	Piece	30	687.00	20,610.00
46	Microphone, 3.5mm microphone-in and audio out rotating microphone - 180 degrees adjustable headband dual plug connection stereo sound - clear audio	Piece	10	780.00	7,800.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Pro. Guillermo 8/17/2023

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : NO. 2307-07-06990

Approved Budget for the Contract : 603,767.00

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 17 2023 and to expire on -

CONFORME:

SIGNATURE OVER PRINTED NAME

IN THE CAPACITY OF

DATE

Duly authorized to sign this Purchase Order for and on behalf of Alkerm Ent.
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)