



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2306108**

Purchase Order Date: **AUG 22 2023**

Procuring Unit	: CITY GENERAL SERVICES DEPARTMENT	Project Number	: CGSD-23-OSD-0418
Company Name	: DEGE TRADING	Mode of Procurement	: Public Bidding
Address	: #436 East Berkeley St. California Village, San Bartolome, Quezon City	Resolution No.	: 23-PB-408
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
14	2TB External Hard Drive USB 3.0	Set	2	2,900.00	5,800.00
	2TB, 2.5 inches HDD, USB 3.0				
15	External Hard Drive	Piece	2	2,945.00	5,890.00
	Solid State Drive (SSD) 250GB capacity, 6gb transfer rate per second				
16	Flash Drive	Piece	24	518.00	12,432.00
	32gb dual drive, USB type-C & USB type-A connectors, high speed USB 3.1 up to 150MB' s.				
17	Flash Drive	Piece	2	438.75	877.50
	64GB, USB type-A, USB 3.0 (backwards compatible with USB 2.0), Up to 130MB/s, color: Black				
18	Power Plug Conversion Adaptor	Piece	5	99.25	496.25
	Universal AC Travel Power Plug Conversion Adaptor; Max Output: 10A; 250V; 2 Pins Universal Travel Power Plug Adapter				
19	USB/Flash Drive-128GB	Piece	3	1,075.00	3,225.00
	Capacity: 128 GB				
	Interface: USB 3.0				
	Connector: USB-A				
	Compatibility: USB 3.0 (backwards compatible with USB 2.0)				
	Dimensions (L X W X H): 0.26 inch x 1.67 inches x 0.52inch,				
	Sequential Read Performance: Up to 150MB/s				
20	UTP Cable CAT5e-305/roll	Box	1	7,200.00	7,200.00
	CAT5e, 305m/roll				
21	Ballpen	Piece	160	47.00	7,520.00
	Pen Tip Size: 0.7 mm; Color: Black; Packaging Size: 1pc				
22	Ballpen	Piece	20	15.00	300.00
	Pen Tip Size: 0.7 mm; Color: Blue; Packaging Size: 1pc				
23	Ballpen	Piece	10	15.00	150.00
	Fine point. Good quality, 0.7mm, color: blue, Packaging Size: 1pc				

MA. JOSEFINA G. BELMONTE
City Mayor

Ma. Virginia A. Garcia 9/7/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : *Rev. 2107-09-06-2028*

Approved Budget for the Contract : 199,419.44



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
24	Stamp Stamp Type: Self-Inking, Text & Date, 6 Lines, Imprint Size: 56 x 33 mm. Date Size: 4mm, Ink Cartridge: 1-colour 6/56, climate-neutral as standard	Piece	1	3,000.00	3,000.00
25	Stamp Stamp Type: Self-Inking, Form: Custom Design, 12 Lines, Imprint Size: 83x53mm, Ink Cartridge: 1-colour 6/511, climate-neutral as standard	Piece	1	2,600.00	2,600.00
26	Stamp Stamp Type: Self-Inking, Form: Custom Design, 3 Lines, Imprint Size: 26 x 9 mm. Ink Cartridge: 1-colour 6/4910, climate-neutral as standard, protective cap	Piece	1	1,300.00	1,300.00
27	Corkboard Frame Material: Wood, Size: 2x3 feet	Piece	1	750.00	750.00
28	Binder Clip UK office binder clips black 1 5/8inches 12S	Piece	15	55.90	838.50
29	Binder Clip UK office binder clip 12/box black 1	Piece	15	24.00	360.00
30	Binder Clip UK office binder clip black 1 1/4 inches 12S	Piece	15	38.60	579.00
31	Binder Clip UK office binder clips black 2 inches 12S	Piece	16	90.67	1,450.72
32	Binder Clip UK Office Binder Clips Black 3/4 inches UK office binder clips black 3/4 12S	Piece	20	14.95	299.00
33	Letter Tray 3 Layers, Detachable letter tray pieces for convenience, Material: Metal, Color: Black	Piece	1	600.00	600.00

MA. JOSEFINA G. BELMONTE
City Mayor

MAMA K. Garcia 9/7/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2121-07-04228

Approved Budget for the Contract : 199,419.44



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		Contact Number	: 0917-821-4319

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
34	Paper A3 size, 70gsm, Ultra White, Advance "Ink-lock" System, 99% Jam-free, Copier Paper	Ream	1	650.00	650.00
35	Pencil Sharpener Mountable, Durable and Functional Desktop Pencil Sharpener - With Built-in Shavings Container - With Desk Clamp	Piece	1	600.00	600.00
36	Sign pen Ink Colour: Black, Tip Size: 0.50 mm. Writing Width: 0.40 mm. Hi Tech-point BXGPN V5, Rubber Grip, Free-flowing Liquid Ink, liquid ink rollerball with an ink regulator	Piece	3	100.00	300.00
37	Sign pen Ink Colour: Black, Tip Size: 0.70 mm, Writing Width: 0.40 mm. Hi Tech-point BXGPN V7, Rubber Grip, Free-flowing Liquid Ink, liquid ink rollerball with an ink regulator	Piece	3	100.00	300.00
38	Book Binder Screw Aluminum screw post 14inches length	Piece	20	50.00	1,000.00
39	Flash Drive 16GB, USB Type-A, USB 3.0 (backwards compatible with USB 2.0), up to 150 MB/s1, color: Black	Piece	35	246.60	8,631.00
40	Illustration Board, 30inches X 40inches 760mm x 1000mm, 860gsm, 1.30mm thickness, double face (black and white), smooth finish	Piece	5	118.00	590.00
41	Plastic Cover- Gauge 4 Gauge 4 thickness, 1 roll/50meter	Meter	10	60.00	600.00
42	Tape Double Sided with Foam 1 inch x 50m/roll, with foam	Roll	2	464.00	928.00
43	Tape, duct 50mm, 50 meters/roll	Roll	4	250.00	1,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

MA. VERA G. GARCIA 9-7-2023

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : *NO. 2324-07-02228*

Approved Budget for the Contract : 199,419.44



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PROCUREMENT DEPARTMENT
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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
44	Toner Cartridge toner cart for Brother TN 2380, Black	Piece	1	5,600.00	5,600.00
45	Toner Cartridge toner cart for Brother TN 2380, Colored	Piece	1	5,900.00	5,900.00
46	Laminating Pouch Film A4 222mm x 286mm, 125 micron, 100 pcs/pack	Pack	1	845.00	845.00
47	Laminating Pouch Film 75x110 75mm x 110mm, 250 micron, 100/pack	Pack	2	195.00	390.00
48	Laminating Pouch Film 136mmx188mm 136mm x 188mm, 250 micron, 100/pack	Pack	1	584.55	584.55
49	Sticker Paper-Neon Colors A4 neon colors, 10s/pack	Pack	8	254.00	2,032.00
50	Ballpen - 0.5mm, smooth writing, fine point, black and blue non-blot, good quality	Piece	3,384	17.56	59,423.04
***** Nothing Follows *****					

Total Amount : 167,161.54

Total Amount In Words (Pesos): One Hundred Sixty-Seven Thousand One Hundred Sixty-One Pesos and 54/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-210M-09-062028

Approved Budget for the Contract : 199,419.44

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 SEP 07 2023 and to expire on - OCT 07 2023

CONFORME:

MARIA ROSA BARRERA
SIGNATURE OVER PRINTED NAME

PROPRIO INTERVEN
IN THE CAPACITY OF

9-7-2023
DATE

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