



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



PO Number **2308044**

**Purchase Order** Date: **AUG 29 2023**

Procuring Unit : **PROCUREMENT DEPARTMENT** Project Number : **PD-23-OE-1159**  
Company Name : **YENS OFFICE AND SCHOOL SUPPLIES TRADING** Mode of Procurement : **Public Bidding**  
Address : **#23 Moses St., Metrogate Complex, Brgy. Pandayan, City of Meycauayan, Bulacan** Resolution No. : **23-PB-508**  
Business Type : **Sole Proprietorship Registration #1565450** TIN Number : **482-778-072-000**  
Contact Number : **09176530731**

**Sir/Madam:**

**Please furnish this office the following articles subject to the terms and conditions contained here:**

**Place of Delivery :** Upon end-user's instruction subject to proper coordination with CGSD

**Delivery Schedule :** Sixty (60) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	LASERJET PRINTER - (HP) Printer Type: Laser Function: Print Print Speed: 40ppm Can print up to legal size paper	unit	5	30,000.00	150,000.00
2	UPS - (AWP) Ratings: 2000VA / 1200W Battery: 2x 12V / 9Ah Interface: 6x Universal Socket LED Indicators	unit	40	12,350.00	494,000.00
3	PAPER SHREDDER - (FELLOWES) Cross-cut shredder Can shred: Staples, Credit Cards, Paper clips, CDs/DVDs, Junk Mail 9 inches paper entry width 16 sheets per minute 14 Gallons Capacity	unit	5	62,394.00	311,970.00
4	SCANNER - (FUJITSU) Scanner Type: ADF (Automatic Document Feeder) Scanning Modes: Simplex/Duplex, Color/Monochrome Light Source: RGB Scanning Speed: 30ppm (Simplex), 60ipm (Duplex) Paper Capacity: 50 sheets Expected daily volume: 3,000 sheets/day Resolution: 600dpi	unit	2	47,827.00	95,654.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor

**KATHLEEN M. OSORIO**

**SEPTEMBER 4, 2023**

Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR : TRUST FUND**  
**3m. 212M - 08. 099**  
**(2024 010M - 08-02 001)**

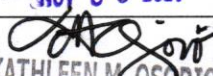
**Approved Budget for the Contract : 3,051,624.00**



## 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 SEP 04 2023 and to expire on -

CONFORME:

NOV 03 2023  
  
KATHLEEN M. OSORIO

SIGNATURE OVER PRINTED NAME

OWNER

IN THE CAPACITY OF

SEPT. 4, 2023

DATE

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

YENS OFFICE AND SCHOOL SUPPLIES 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)





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



PO Number **2308044**

Purchase Order Date: **AUG 29 2023**

Procuring Unit	: PROCUREMENT DEPARTMENT	Project Number	: PD-23-OE-1159
Company Name	: YENS OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement	: Public Bidding
Address	: #23 Moses St., Metrogate Complex, Brgy. Pandayan, City of Meycauayan, Bulacan	Resolution No.	: 23-PB-508
Business Type	: Sole Proprietorship Registration #1565450	TIN Number	: 482-778-072-000
		Contact Number	: 09176530731

Sir/Madam:

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

Place of Delivery : Upon end-user's instruction subject to proper coordination with CGSD

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
5	DESKTOP COMPUTER - (ACER) Processor: Intel i7-12th generation or its equivalent benchmark processor Memory: 32GB (regardless of built) Storage: 1TB HDD + 512GB SSD Video Card: 2GB Windows 11 Pro, 64bit Keyboard & mouse (same brand) with HDMI Cable with 23.8 inches Full HD Monitor  ***** Nothing Follows *****	unit	20	100,000.00	2,000,000.00

Total Amount : 3,051,624.00

Total Amount In Words (Pesos): Three Million Fifty-One Thousand Six Hundred Twenty-Four Pesos Only

MA. JOSEFINA G. BELMONTE  
City Mayor



KATHLEEN M. OSORIO  
Signature Over Printed Name of Supplier / Date  
1 September 4, 2023

Funds Available:

RUBY G. MANANGU  
City Accountant

Approved Budget for the Contract : 3,051,624.00



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CONFORME:   
KATHLEEN M. OSORIO  
SIGNATURE OVER PRINTED NAME

OWNER SEPT. 4, 2023  
IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of YENS OFFICE AND SCHOOL SUPPLIES TRADING

SEP 04 2023

COMPANY NAME QUEZON CITY

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 DRIVER'S LICENSE with his/her photograph and signature appearing thereon with No. N25-14-0160602 EXP. DATE - 2024/07/13

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Book No. VI  
Series of 2023

ATTY. RUBEN M. AZAÑES JR.  
NOTARY PUBLIC IN QUEZON CITY  
AM Agm. Not. Com. No. NP-425 (2023-2024)  
IBP O.R. No. 230101 Jan. 2023 / Roll No. 46427  
PTR No. 4029325 D-01-05-2023 / TIN: 140-394-838-000  
MCLE Compliance No: VII-0013606 valid until 04-15-2025  
Address: Unit 5-13 Suntrust Center, Makati

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Pnp2,500,000.00 and above only)