



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308054**

Purchase Order Date: **SEP 14 2023**

Procuring Unit	: CITY GENERAL SERVICES DEPARTMENT	Project Number	: CGSD-23-SERVICES-0497B
Company Name	: MAV AND CAY MARKETING INCORPORATED	Mode of Procurement	: Public Bidding
Address	: Unit 322 Eagle Court Condominium, 26 Matalino Street, Barangay Central, Quezon City	Resolution No.	: 23-PB-512
Business Type	: Corporation Registration #CS201916773	TIN Number	: 010-411-733-000
		Contact Number	: 09959243223

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	<p>PREVENTIVE MAINTENANCE OF HIGH AND LOW VOLTAGE SWITCHGEARS OF ELECTRICAL POWER SUPPLY SERVICING VARIOUS BUILDINGS WITHIN QUEZON CITY HALL COMPOUND</p> <p>PROJECT SCOPE OF WORK:</p> <p>The scope of work for the Preventive Maintenance High & Low Voltage Switchgears of various buildings as indicated in the Area of Coverage shall include, but not limited to, the following:</p> <p>Preventive Maintenance proper:</p> <ul style="list-style-type: none">· Safety inspection of all electrical facilities, perform short circuit analysis on circuit breakers and insulation resistance test.· Conduct switch testing and terminal re-tightening.· Conduct cleaning and vacuuming of all MDP's and insulation test and re tightened, conduct continuity test.· Conduct switchgear insulated test, minor refurbishment and re-lubrication.· Switchgear bus insulated and cable joints testing, identify loose connection and rectify.· Re-torque connection to panel board, checking of lock-out tags.· Provide safety signs and tagging of all electrical equipment from main breakers to branches.· Conduct safety inspection, cleaning, vacuuming, switch testing terminal retightening and perform short circuit analysis and insulation resistance test on all distribution panels.· Installation of aluminum expanded metal sheet on all outdoor electrical facilities' louver door to prevent penetration of dried leaves and other foreign materials.	Lot	1	2,601,286.00	2,601,286.00

MA. JOSEFINA G. BELMONTE
City Mayor

Dolly Agolina 9/20/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : *mw. dnm-ur-ur*

Approved Budget for the Contract : 2,601,512.31

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 28 2023 and to expire on - NOV 27 2023.

CONFORME:

Dolly Ardina

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

9/28/2023

DATE

Duly authorized to sign this Purchase Order for and on behalf of MAY AND CAY MARKETING INCORPORATED
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)



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PO Number **2308054**

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Address	: Unit 322 Eagle Court Condominium, 26 Matalino Street, Barangay Central, Quezon City	Resolution No.	: 23-PB-512
Business Type	: Corporation Registration #CS201916773	TIN Number	: 010-411-733-000
		Contact Number	: 09959243223

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
	<ul style="list-style-type: none">Submission of organized inventory with proper tagging.Submission of the Preventive Maintenance documentation with corresponding pictures.Provide data/test results.Submit findings and recommendation.Testing and Commissioning.Restoration of any damages that may occur during the conduction of the scope of works. <p>Liabilities of Service Provider:</p> <ul style="list-style-type: none">The Service Provider shall indemnify and keep indemnified the City against all losses and claims for injuries or damage to any person or property whatsoever which may arise or consequence of the performance of this agreement and against all claims, demands, proceedings, damages, cost, charges and expenses whatsoever in respect of or in relation thereto.The Service provider agrees that the City shall be free from any liability to any accident during the implementation of the contract. <p>AREA OF COVERAGE:</p> <ul style="list-style-type: none">Annex Building Main Circuit Breaker (MCB) and all distribution panels.Civic Center Building A Main Circuit Breaker (MCB) and all distribution panels.Civic Center Building B Main Circuit Breaker (MCB) and all distribution panels.Civic Center Building C Main Circuit Breaker (MCB) and all distribution panels.				

MA. JOSEFINA G. BELMONTE
City Mayor

Dolly Arduina 9/28/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : *111-2121-05-05000*

Approved Budget for the Contract : 2,601,512.31



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2308054**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none">· Civic Center Building D two (2) units High Voltage Switchgears (HVSG), two (2) units Main Circuit Breakers (MCB) and all distribution panels.· Civic Center Building E Main Circuit Breaker (MCB) and all distribution panels.· Civic Center Building F two (2) units High Voltage Switchgears (HVSG), two (2) units Main Circuit Breakers (MCB) and all distribution panels.· NGO Building Main Circuit Breaker (MCB) and all distribution panels.· DRRMO Building Main Circuit Breaker (MCB) and all distribution panels.· DPOS Building Main Circuit Breaker (MCB) and all distribution panels.· Library Building Main Circuit Breaker (MCB) and all distribution panels.· Community Center Building Main Circuit Breaker (MCB) and all distribution panels.· Police Detachment Main Circuit Breaker (MCB) and all distribution panels.· Multi-Level Parking Building Main Circuit Breaker (MCB) and all distribution panels. <p>(With attached Terms of Reference which will form an Integral Part of this Purchase Order)</p> <p>***** Nothing Follows *****</p>				

Total Amount : 2,601,286.00

Total Amount In Words (Pesos): Two Million Six Hundred One Thousand Two Hundred Eighty-Six Pesos

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **W. 2023-08-08**

Approved Budget for the Contract : 2,601,512.31

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NOV 27 2023

CONFORME:

Dolly Ardaim

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

9/28/2023

DATE

Duly authorized to sign this Purchase Order for and on behalf of MAY AND CITY MARKET, INCORPORATED
COMPANY NAME

SUBSCRIBED AND SWORN to before me this SEP 28 2023 day of QUEZON CITY, 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 WMID ID with his/her photograph and signature appearing thereon with No. #CRN-0033-6988931-2.

Doc. No. 62
Page No. 1
Book No. 1
Series of 2023

ATTY. ELISEO S. CALMA, JR.
Quezon City Notary Public
Until Dec. 31, 2023
Roll No. 50183
PTR No. 4007172-D, 01/03/2023, Q.C.
IBP No. 257225, 01/01/2023
Adm Matter No. NP-067 (2022-2023)

***This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php 2,500,000.00 and above only)