



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



PO Number **2310015**

**Purchase Order** Date: **OCT 18 2023**

Procuring Unit : **SCHOOLS DIVISION OFFICE** Project Number : **SDO-23-BMOP-0813C**  
Company Name : **ADARNA HOUSE, INC.** Mode of Procurement : **Public Bidding**  
Address : **109 Scout Fernandez, Brgy. Sacred Heart, Quezon City** Resolution No. : **23-PB-692**  
Business Type : **Corporation Registration #134785** TIN Number : **000-705-696-000**  
Contact Number : **0943-800-0788**

**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  
**Payment Term :** Credit

**Delivery Schedule :** Thirty (30) Calendar Days

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Size: (folded) 5.5 inches x 8.5 inches; (spread) 16.5 inches x 8.5 inches, 6 pages (back to back) Quantity: 8 categories / 10 selections per category / 5 copies per selection Paper stock: C2S 180 c) 80 corresponding answer keys (2 copies each) Description: Student references to be used when checking answers in the exercises Size: 3.5 inches x 8.5 inches Quantity: 2 copies per selection Paper stock: Foldcote 20  "With attached Terms of Reference which will form an integral part of the Purchase Order"  ***** Nothing Follows *****				

**Total Amount : 2,804,010.00**

**Total Amount In Words (Pesos):** Two Million Eight Hundred Four Thousand Ten Pesos Only

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



**ALAN VIRGILIO S. ALMARIO** 10/20/2023  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR : 200-2000-10-0000**

**Approved Budget for the Contract : 2,804,010.00**



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**Delivery Schedule :** Thirty (30) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Leveled Filipino Reading Cards Pre-A Box Set Size: L=390mm W=295mm H=250mm Stock: Glossy sticker paper on heavy duty plastic box The starter box features reading cards with basic Filipino. Leveled Filipino Reading Cards Pre-A includes: a) A Teacher's guide (Gabay para sa Guro) Description: An educator's manual on usage, from student orientation up to evaluation Size (folded): 7 inches x 9 inches (spread): 14 inches x 9 inches No. of inside pages: 16 Quantity: 1 per box Binding: Saddle stitch Paper stock: Cover- Foldcote 10 / Inside pages- Book 60 b) 36 reading cards (8 copies each) Description: Short, nonfiction reading selections on Filipino culture, history, or science; each with corresponding exercises on vocabulary, comprehension, and creative connections Size: 7 inches x 9 inches Quantity: 6 categories / 6 selections per category / 8 copies per selection Paper stock: C2S 180 c) 36 corresponding answer keys Description: Student references to be used when checking answers in the exercises Size: 3 inches x 9 inches Quantity: 1 copy per selection Paper stock: Cover- Foldcote 20	Set	66	9,995.00	659,670.00

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

**AGN VIRGILIO S. ALVARADO** 10/20/2023  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :** **200 2000 10- 00001**

**Approved Budget for the Contract : 2,804,010.00**





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Address	: 109 Scout Fernandez, Brgy. Sacred Heart, Quezon City	Resolution No.	: 23-PB-692
Business Type	: Corporation Registration #134785	TIN Number	: 000-705-696-000
		Contact Number	: 0943-800-0788

**Sir/Madam:**

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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
2	<p>Leveled Filipino Reading Cards A Box Set Size: L=520mm W=360mm H=260mm Stock: Glossy sticker paper on heavy duty plastic box Containing reading cards that are more complex than Leveled Filipino Reading Cards Pre-A but easier than Leveled Filipino Reading Cards Set B, this box includes: a) A Teacher's guide (Gabay para sa Guro) Description: An educator's manual on usage, from student orientation up to evaluation Size (folded): 5.5 inches x 8.5 inches (spread): 11 inches x 8.5 inches No. of inside pages: 24 Quantity: 1 per box Binding: Saddle stitch Paper stock: Cover- Foldcote 10 / Inside pages- Book 60 b) 80 reading cards (5 copies each) Description: Short fiction or nonfiction about culture, history, or science; each with corresponding exercises on vocabulary, comprehension, and creative connections Category: Gumamela, Size: 5.5 inches x 8.5 inches, 2 pages (back to back) Categories: Ilang-ilang, Kamya, Kapa-kapa, Rosal, Sampaguita, Santan, Waling-waling Size (folded): 5.5 inches x 8.5 inches, (Spread) 11 inches x 8.5 inches, 4 pages (back to back) Quantity: 8 categories / 10 selections per category / 5 copies per selection</p>	Set	66	14,995.00	989,670.00

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

**ALDO VIRALLO S. RAMALLO** 10/20/2023  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : 200-2229-10. 00771

**Approved Budget for the Contract : 2,804,010.00**



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



PO Number **2310015**

**Purchase Order** Date: **OCT 18 2023**

Procuring Unit	: SCHOOLS DIVISION OFFICE	Project Number	: SDO-23-BMOP-0813C
Company Name	: ADARNA HOUSE, INC.	Mode of Procurement	: Public Bidding
Address	: 109 Scout Fernandez, Brgy. Sacred Heart, Quezon City	Resolution No.	: 23-PB-692
Business Type	: Corporation Registration #134785	TIN Number	: 000-705-696-000
		Contact Number	: 0943-800-0788

**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
3	Paper stock: C2S 180 c) 80 corresponding answer keys (2 copies each) Description: Student references to be used when checking answers in the exercises Size: 3.5 inches x 8.5 inches Quantity: 2 copies per selection Paper stock: Foldcote 20 Leveled Filipino Reading Cards Set B Size: L=520mm W=360mm H=260mm Stock: Glossy sticker paper on heavy duty plastic box Containing reading cards for higher grade levels, the set includes: a) A guide for Teacher's (Gabay para sa Guro) Description: An educator's manual on usage, from student orientation up to evaluation Size (folded): 5.5 inches x 8.5 inches, (spread) 11 inches x 8.5 inches No. of inside pages: 32, Quantity: 1 per box Binding: Saddle stitch, Paper stock: cover: Foldcote 10/Inside pages: Book 60 b) 80 reading cards (5 copies each) Description: Short fiction or nonfiction about culture, history, or science; each with corresponding exercises on vocabulary, and comprehension, creative connections Categories: Apitong, Bitag, Ipil, Kamagong Size: (folded) 5.5 inches x 8.5 inches; (spread) 11 inches x 8.5 inches, 4 pages (back to back) Categories: Mulawin, Naga, Toog, Yakal	Set	66	17,495.00	1,154,670.00

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

**AGNES NILELIO S. BAMPID** 10/20/2023  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :** 200. 2000. 10. 0000

**Approved Budget for the Contract : 2,804,010.00**



## 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 OCT 20 2023 and to expire on -

CONFORME:

AGNO VIRGILIO S. ALMARIO  
SIGNATURE OVER PRINTED NAME

VICE PRESIDENT  
IN THE CAPACITY OF

10/20/2023  
DATE

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

ADALMA HOUSE INC

COMPANY NAME

SUBSCRIBED AND SWORN to before me this OCT 20 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 PASSPORT ID with his/her photograph and signature appearing thereon with No. P2426852B.

Doc. No. 510  
Page No. 105  
Book No. VI  
Series of 2023

ATTY. RUBEN M. AZANES JR.  
NOTARY PUBLIC IN QUEZON CITY  
AM Adm. No. 101-125 (2023-2024)  
EPOR No. 00181 Jan. 2023, Vol. No. 46727  
PTR No. 429325 P 01-05-2023 / J.N. 140-334-836-000  
MCLE Compliance No. VII-0018505 valid until 04-15-2025

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)