



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



PO Number **2309135**

**Purchase Order** Date: **OCT 27 2023**

Procuring Unit : QUEZON CITY HEALTH DEPARTMENT , Project Number : HEALTH-23-OSD-0845 -  
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-617 -  
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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	INDEX CARD, 5 inches x 8 inches, 500 pieces per pack	PACK	10	140.00	1,400.00
2	LAID PAPER, Size: 8.5 inches x 11 inches, color white, box x 500's	BOX	4	1,080.00	4,320.00
3	LAID PAPER, Size: 8.5 inches x 11 inches, color blue, box x 500's	BOX	4	1,080.00	4,320.00
4	LAID PAPER, Size: 8.5 inches x 11 inches, color yellow, box x 500's	BOX	10	1,080.00	10,800.00
5	MASKING TAPE, 1 inch x 48mm	ROLL	100	55.00	5,500.00
6	PAPER MULTICOPY, 80gsm, size: 216mm x 330mm, Legal, 500 sheets/ream	REAM	1,500	240.00	360,000.00
7	PAPER MULTI-PURPOSE, Legal, 70gsm, 500 sheets/ream	REAM	2,000	200.00	400,000.00
8	RECORD BOOK, 500pp, 214mm x 278mm	PIECE	800	140.00	112,000.00
9	SIGN PEN, blue, liquid/gel ink, 0.5mm needle tip	PIECE	201	34.61	6,956.61
10	STAPLE WIRE, No. 35 x 1,000's, standard size	BOX	1,003	21.00	21,063.00
11	CALCULATOR, desktop calculator, 12 digits dual power	PIECE	30	792.50	23,775.00
12	CLIP PAPER, 50mm, 100 pieces/box	BOX	300	13.50	4,050.00
13	CORRECTION PEN, 10ml, extra fine	PIECE	100	50.00	5,000.00
14	FOLDER, long, 50 pieces per box	BOX	25	952.64	23,816.00
15	TAPE, transparent width 48mm, 1 inch	ROLL	200	27.00	5,400.00
16	TAPE DOUBLE SIDED, 1 inch	ROLL	10	55.00	550.00
17	CUTTER BLADE, for heavy duty cutter, 18mm with lock, stainless blade cutter	PIECE	50	10.00	500.00
18	PENCIL, standard size, good quality	PIECE	100	5.00	500.00
19	SCISSORS, symmetrical blade, heavy duty	PAIR	50	41.00	2,050.00
20	SHARPENER, Pencil sharpener, double thickness, steel body, detachable blade unit, desk clamp, translucent pencil shaving bin, auto feed feature	PIECE	45	212.87	9,579.15

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

**KATHLEEN M. OSORIO**

11-20-23

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : 100-2023-10 -10371

Approved Budget for the Contract : 3,065,796.60





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



PO Number **2309135**

**Purchase Order** Date: **OCT 27 2023**

Procuring Unit	: QUEZON CITY HEALTH DEPARTMENT	Project Number	: HEALTH-23-OSD-0845
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-617
		TIN Number	: 482-778-072-000
Business Type	: Sole Proprietorship Registration #1565450	Contact Number	: 09176530731

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Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
21	PUNCHER, for paper, 2-hole punch, 70mm size, heavy duty	PIECE	44	150.60	6,626.40
	FAMILY PLANNING				
22	PAPER, multipurpose, A4, 70gsm	REAM	100	190.00	19,000.00
23	PAPER, multipurpose, legal, 70gsm	REAM	100	200.00	20,000.00
24	RECORD BOOK, 500 pages, 8.5 inches x 11 inches	PIECE	6	140.00	840.00
	MATERNAL HEALTH				
25	RECORD BOOK, 50pp, 214mm x 278mm	PIECE	152	140.00	21,280.00
26	ENVELOPE FOR RECORD KEEPING, Envelope Documentary- Legal, (500 pieces, per box)	BOX	20	728.40	14,568.00
27	PAPER, Multi copy, legal, 70gsm	REAM	79	240.00	18,960.00
28	MIMEO PAPER, Long, (70gsm)	REAM	100	200.00	20,000.00
29	MIMEO PAPER, Long, (70gsm); for reproduction of individual treatment record for Health Center and LIC's (Prenatal and Postpartum)	REAM	150	200.00	30,000.00
30	MIMEO PAPER, for Screening Checklist for Pre-Eclampsia	REAM	54	200.00	10,800.00
	CHILD HEALTH				
31	BOND PAPER, size: legal, 80gsm, for printing AEFI investigation and referral forms	REAM	2	240.00	480.00
32	BOND PAPER, legal, 80gsm, rapid coverage monitoring forms	REAM	10	240.00	2,400.00
33	BOND PAPER, legal, 80gsm, wall to wall inventory forms	REAM	12	240.00	2,880.00
34	RECORD BOOK, 500pp, for wall to wall inventory	PIECE	72	140.00	10,080.00
	ENVIRONMENTAL SANITATION				
35	PAPER MULTICOPY, 80gsm, size: 216mm x 330mm; legal	REAM	490	240.00	117,600.00

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

**KATHLEEN M. OSORIO**

11-20-23

Signature Over Printed Name of Supplier / Date

Funds Available:

OBR : 100 - 2023-10 - 10371

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 3,065,796.60





Republic of the Philippines  
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PO Number **2309135**

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Procuring Unit : QUEZON CITY HEALTH DEPARTMENT Project Number : HEALTH-23-OSD-0845  
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-617  
Business Type : Sole Proprietorship Registration #1565450 TIN Number : 482-778-072-000  
Contact Number : 09176530731

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
36	PAPER MULTICOPY, 70gsm, size: 210mm x 297mm; A4	REAM	300	215.00	64,500.00
37	SIGN PEN, Black	PIECE	80	30.00	2,400.00
38	SIGN PEN, Blue	PIECE	120	30.00	3,600.00
39	MARKER, for whiteboard	PIECE	20	70.00	1,400.00
40	PASTE, with water well	PIECE	10	70.00	700.00
41	CORRECTION TAPE, 8m x 5mm	PIECE	75	70.00	5,250.00
42	RECORD BOOK, 500 pages, size: 214mm x 278mm	PIECE	150	125.00	18,750.00
43	FOLDER, Legal size, (50's/pack)	PACK	5	220.00	1,100.00
44	ENVELOPE, Documentary Brown long (500's/box)	BOX	10	550.00	5,500.00
45	FASTENER, for paper, metal, (100's/box)	BOX	15	59.00	885.00
46	STAPLER, standard, good quality	PIECE	50	90.00	4,500.00
47	STAPLE WIRE, (standard), box of 5,000's	BOX	100	25.00	2,500.00
48	STAPLE WIRE REMOVER, plier type	PIECE	50	25.00	1,250.00
49	PAPER CLIPS, giant, box of 100's	BOX	100	16.00	1,600.00
50	RUBBER BAND, size: 38mm x 1.2mm x 1.2mm assorted	BOX	20	95.00	1,900.00
51	PLASTIC ENVELOPE, legal, expanding	PIECE	200	35.00	7,000.00
52	PLASTIC COVER, thick, gauge #10, ideal as cover divider, (50 yards per roll)	ROLL	5	3,250.00	16,250.00
53	ORAL HEALTH BOND PAPER (Long), 80gsm: size: 216mm x 330mm, Legal, 500 sheets/ream	REAM	55	240.00	13,200.00
54	BOND PAPER, A4; 70gsm, 500 sheets/ream	REAM	5	215.00	1,075.00
55	FOLDER (Long), 50 pieces/pack	PACK	1	300.00	300.00

MA. JOSEFINA G. BELMONTE  
City Mayor

KATHLEEN M. OSORIO  
Signature Over Printed Name of Supplier / Date  
11-20-23

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 100 - 2023 - 10 - 10371

Approved Budget for the Contract : 3,065,796.60





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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-617
		TIN Number	:482-778-072-000
Business Type	: Sole Proprietorship Registration #1565450	Contact Number	:09176530731

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

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
56	NATIONAL TUBERCULOSIS (TB) REGULAR TREATMENT ID CARDS, (Patients), paper multipurpose copy, A4, 70gsm	REAM	18	190.00	3,420.00
57	TREATMENT CARDS, (Facility), paper multipurpose copy, A4, 70gsm	REAM	18	190.00	3,420.00
58	TBDC FORMS, paper, multipurpose copy, legal	REAM	14	240.00	3,360.00
59	LOGBOOKS, record books, 500 pages	BOOK	7	140.00	980.00
60	NATIONAL AEDES-BORNE DISEASE PREVENTION AND CONTROL PROGRAM PAPER, parchment paper for certificates printing for orientation on the rational use of Proper Pesticide Application	PIECE	500	2.50	1,250.00
61	MIMEO PAPER, Paper legal, size 80gsm	REAM	20	200.00	4,000.00
62	MIMEO PAPER, Paper A4, size 80gsm	REAM	20	190.00	3,800.00
63	LABORATORY SERVICES – REGULAR MARKER, twin marker, permanent with fine and broad point, color black, for labelling of slides	PIECE	180	60.00	10,800.00
64	PENTEL PEN, refillable, permanent, black, fine with 1 extra ink	PIECE	180	20.00	3,600.00
65	FOLDER, Legal size, 50 pieces per pack	PACK	45	203.84	9,172.80
66	CLEAR BOOK, 40 sheets	PIECE	100	200.00	20,000.00
67	RUBBER BAND, size: 38mm x 1.2mm x 1.2mm assorted	BOX	100	120.00	12,000.00
68	CORRECTION TAPE, 8m x 5mm	PIECE	90	60.00	5,400.00
69	PAPER MIMEO, long, 8 ½ inches x 13 inches, 70gsm	REAM	290	366.00	106,140.00
70	MIMEO INK, RISO 3230 Ink	PIECE	15	5,000.00	75,000.00
71	MIMEO INK, Master RISO	PIECE	5	7,000.00	35,000.00

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

**KATHLEEN M. OSORIO**

11-20-23

Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : 100 - 2023 - 10 - 10371

Approved Budget for the Contract : 3,065,796.60





Republic of the Philippines  
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Procuring Unit : QUEZON CITY HEALTH DEPARTMENT  
Project Number :HEALTH-23-OSD-0845  
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-617  
TIN Number :482-778-072-000  
Business Type : Sole Proprietorship Registration #1565450  
Contact Number :09176530731

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
72	BOND PAPER, A4, 80gsm	REAM	180	215.00	38,700.00
73	BOND PAPER, for legal size, 8 ½ inches x 14 inches, 80gsm	REAM	180	240.00	43,200.00
74	RECORD BOOK, 500 pages, size: 214mm x 278mm min.	PIECE	500	140.00	70,000.00
75	STI/HIV AIDS PREVENTION AND CONTROL MARKER, (twin marker -fine and extra fine) – water resistant/dries instantly, quick drying and water resistant 12's/box	BOX	8	900.00	7,200.00
76	GLASS SLIDE PEN, (cryoware pen - designed for plastic and paper), 12 pieces per box, fine point black color for plastic and paper	BOX	8	540.00	4,320.00
77	STAPLER, Metal, Stainless Steel Effortless, 50 Sheets School Paper Stapler Use, 24/6 26/6 Staples, Type: Heavy-Duty Stapler, Throat Depth: 70mm, Dimensions: 156mm x 45mm x 67mm, Power: Manual, Size; Normal, Staple Size: 24/6, 26/6, 24/8, 26/8	PIECE	18	594.00	10,692.00
78	PUNCHER, for paper, (2 holes /7mm hole size), Punching capacity 30 sheets of 80gsm papers, heavy duty	PIECE	10	135.00	1,350.00
79	SCISSOR, with stainless blade, (200mm, 8 inches) soft grip handle	PIECE	18	85.50	1,539.00
80	STAMP PAD, #2 blue, 6 inches	PIECE	24	48.00	1,152.00
81	PAPER CUTTER, A4 Size, (21.0cm x 29.7cm) 12 x 10, Indicates A4/B5/A5/B6/B7 postcards and photo sizes, used to cut card, photo paper, foil paper, and others. Paper guide to ensure you get a right -angled finish with securable sliding paper size marker	UNIT	8	799.00	6,392.00
82	BOND PAPER, (A4), Original Hard Copy Bond Paper Size: 8.25 inches x 11.75 inches (A4 Size), 500 sheets per ream	REAM	240	215.00	51,600.00
83	BOND PAPER, (Legal), Original Hard Copy Bond Paper Size: 8 ½	REAM	240	240.00	57,600.00

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

KATHLEEN M. OSORIO

11-20-23

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 100-2023-10-10371

Approved Budget for the Contract : 3,065,796.60





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



PO Number **2309135**

**Purchase Order** Date: **OCT 27 2023**

Procuring Unit	: QUEZON CITY HEALTH DEPARTMENT	Project Number	: HEALTH-23-OSD-0845
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-617
Business Type	: Sole Proprietorship Registration #1565450	TIN Number	: 482-778-072-000
		Contact Number	: 09176530731

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
84	inches x 13 inches (Legal size), 500 sheets per ream	PACK	24	49.00	1,176.00
85	INDEX CARD, (4 ½ inches x 7 inches), White Ruled Index Card, size: 1/2 (5 inches x 8 inches), Good quality, 100 pieces per pack	BOX	60	150.00	9,000.00
86	FASTENER, Fastens papers and documents easily and securely, with no sharp edges. Constructed to withstand frequent openings and closings. Designed to fit all standard gauges of punching. Tightly fastens and compresses.	BOX	28	50.00	1,400.00
87	CLIP PAPER, holds documents firmly, leaves no marks of binding No punching or piercing of documents, does not destroy documents. Corrosion-resistant steel, Re-usable, 50mm, 100 pieces per box	BOX	8	70.00	560.00
88	STAPLER WIRE, (26/6), Staples per box: 5,000 staples	SET	8	89.00	712.00
89	STAMP PAD INK, 30ml, 3 Plastic Bottles, Blue	PIECE	98	140.00	13,720.00
90	LOG BOOK, 500 pages, Official Record Book, Size: 8.5 inches x 11 inches	PIECE	24	130.00	3,120.00
91	LOG BOOK, 300 pages, Official Record Book, Size; 8.5 inches x 11 inches	BOX	24	930.00	22,320.00
92	LONG BROWN ENVELOPE, 10 inches x 15 inches, 500 pieces per box	PACK	160	160.00	25,600.00
93	LONG FOLDER, white, 25 pieces per pack	BOX	4	302.00	1,208.00
94	WHITE LETTER ENVELOPE, ordinary mail, long, 500 pieces/box	BOX	16	479.00	7,664.00
95	PERMANENT MARKER, black, fine, 12 pieces per box	BOX	16	479.00	7,664.00
96	PERMANENT MARKER, blue, fine, 12 pieces per box	BOX	16	696.00	11,136.00
97	WHITE BOARD MARKER, black, 2.0mm-5.0mm, acrylic fiber tip, chisel style, refillable, 12's per box	BOX	16	696.00	11,136.00
97	WHITE BOARD MARKER, 2.0mm-5.0mm, Acrylic fiber tip, chisel				

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

**KATHLEEN G. OSORIO**

11-20-23

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**RUBY G. MANANGU**  
City Accountant

OBR : 100-2023-10-10371

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Procuring Unit : **QUEZON CITY HEALTH DEPARTMENT** Project Number : **HEALTH-23-OSD-0845**  
Company Name : **YENS OFFICE AND SCHOOL SUPPLIES TRADING** Mode of Procurement : **Public Bidding**  
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Contact Number : **09176530731**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
98	style, refillable, blue, 12's per box ✓ CORRECTION PEN, Metal Tip by 2 pieces	PACK	80	69.00	5,520.00
99	BLACK BALLPEN, FlexStick smooth ink pen 0.5mm black 12's per box	BOX	8	20.00	160.00
100	BLUE BALLPEN, FlexStick smooth ink pen 0.5mm blue 12's per box	BOX	8	20.00	160.00
101	GLUE, white glue, 200gms	PIECE	6	65.00	390.00
102	PRINTER INK, Universal Ink Set of 4, Black, Magenta, Yellow, & Cyan, 1 Liter each bottle	SET	24	2,000.00	48,000.00
103	MASKING TAPE, Clear Tape, (2 inches x 200 meters), good quality, used for packaging products, adhesive tape/48mm	PIECE	16	56.00	896.00
104	NON-COMMUNICABLE DISEASE CONTROL PEC, Mimeo Paper, (Long)	REAM	145	250.00	36,250.00
105	RISK ASSESSMENT FORMS, Mimeo Paper, (Long)	REAM	1,122	250.00	280,500.00
106	WHODAS FORMS, Mimeo Paper, (Long)	REAM	194	250.00	48,500.00
107	PWD REGISTRY, Logbook, 500 pages	REAM	75	220.00	16,500.00
108	NON-COM FLYERS, Mimeo Paper, (Long)	REAM	200	250.00	50,000.00
109	ADOLESCENT HEALTH CARE AND DEVELOPMENT BOND PAPER, Mimeo, 8.5 inches x 13 inches all-purpose 80gsm 500 sheets per ream	REAM	34	240.00	8,160.00
110	CARTOLINA, assorted color, 20 pieces per pack	PACK	12	125.00	1,500.00
111	ENVELOPE, Documentary-A4 for A4 size document, 500 pieces per box	BOX	4	685.00	2,740.00
112	MARKER, Permanent, Bullet Type-(Black, Blue, Red, Green, & Violet) 60 pieces per color	PIECE	300	30.00	9,000.00

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

KATHLEEN M. OSORIO

11-20-23

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City Accountant

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
113	MANILA PAPER, 10 sheets per pack	PACK	12	130.00	1,560.00
114	MASKING TAPE, 24mm, 50 meters length	ROLL	20	100.00	2,000.00
	NATIONAL TUBERCULOSIS FOR DAY CARE CHILDREN				
115	TREATMENT ID CARDS FOR RECORDING, Mimeo paper, legal size	REAM	2	200.00	400.00
116	TREATMENT CARDS FOR RECORDING, Mimeo paper, legal size	REAM	2	200.00	400.00
117	FORMS FOR CONSENT, Mimeo paper, legal size	REAM	22	200.00	4,400.00
	HEALTH INFORMATION MANAGEMENT SYSTEM				
118	PAPER MULTICOPY, A4, size: 201mm x 297mm, 500 sheets per ream, 80gsm	REAM	5	215.00	1,075.00
119	PAPER MULTICOPY FOLIO, size: 216mm x 356mm, Legal, 500 sheets per ream, 70gsm	REAM	6	240.00	1,440.00
120	OFFICE CUTTER, metal body, heavy duty	PIECE	8	100.00	800.00
	QC MOLECULAR DIAGNOSTIC LABORATORY				
121	MARKER, twin marker, permanent with fine and broad point, color black, for labelling of slides	PIECE	288	60.00	17,280.00
122	BOND PAPER, A4, 80gsm	REAM	32	215.00	6,880.00
123	BOND PAPER, for legal size, 8 1/2 inches x 14 inches, 80gsm	REAM	32	240.00	7,680.00
124	RECORD BOOK, 500 pages, size: 214mm x 278mm min.	PIECE	30	140.00	4,200.00
125	FOLDER, Legal size, 50 pieces per pack	PACK	1	315.00	315.00
126	ENVELOPE, for Legal size document, 500 pieces per box	BOX	1	608.80	608.80
	"BUNDLE OF JOY" EXPANSION OF BATANG 1,000"				
127	BOND PAPER, long, 80gsm	REAM	5	240.00	1,200.00

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

**KATHLEEN M. OSORIO**  
Signature Over Printed Name of Supplier / Date  
**11-20-23**

**Funds Available:**

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City Accountant

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Procuring Unit : QUEZON CITY HEALTH DEPARTMENT Project Number :HEALTH-23-OSD-0845  
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-617  
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  
Payment Term : Credit

Delivery Schedule : Thirty (30) Calendar Days

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
128	DISASTER RISK REDUCTION MANAGEMENT FOR HEALTH PUNCHER, for paper, large, double hole puncher with measurement can punch up to 25 sheets, durable, heavy duty	UNIT	2	800.00	1,600.00
129	STAPLE WIRE, 26/6 staples, staple up to 30 sheets (70gsm) Shelf life: 24 months balanced hardness to ensure a great paper penetration	BOX	10	55.00	550.00
130	STAPLE WIRE REMOVER, New Enhanced Super Strength Staple Remover	UNIT	2	90.00	180.00
131	STAPLER, less effort, more power output than conventional staplers, heavy duty. Staple use: 23/6-23/13 Stapling Capacity: 100 sheets	UNIT	2	725.00	1,450.00
132	EXPANDING ENVELOPES, colored envelope with garter, long	PIECE	100	150.00	15,000.00
133	HEALTH PROMOTION MIMEO PAPER, Long,, 8 ½ inches x 13 inches 70gsm	REAM	20	200.00	4,000.00
134	MAINTENANCE AND OPERATION OF COLD CHAIN MANAGEMENT MULTIPURPOSE PAPER, size: A4, 500 pieces per ream	REAM	200	200.00	40,000.00
135	MULTIPURPOSE PAPER, size: Legal, 500 pieces per ream	REAM	200	200.00	40,000.00
136	PACKAGING TAPE, 4.5cm transparent	PIECE	1,000	50.00	50,000.00
137	MARKER PEN, color: black	PIECE	100	45.00	4,500.00
138	FOLDER, size: 8 inches x 13 inches	PIECE	200	12.00	2,400.00
139	PAPER CLIP, size: 33mm	BOX	5	130.00	650.00
140	BINDER CLIP, size: 51mm, 12 pieces per box	BOX	5	125.00	625.00
141	BINDER CLIP, size: 25mm, 12 pieces per box	BOX	5	120.00	600.00
142	FASTENER, Metal, size: 7cm, 50 pieces per box	BOX	5	75.00	375.00
143	PAPER, Oslo paper, 20 sheets per pack	PACK	50	50.00	2,500.00

MA. JOSEFINA G. BELMONTE  
City Mayor

KATHLEEN M. OSORIO  
Signature Over Printed Name of Supplier / Date  
11-20-23

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 100-2023-10-10371

Approved Budget for the Contract : 3,065,796.60





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



PO Number **2309135**

**Purchase Order** Date: **OCT 27 2023**

Procuring Unit : QUEZON CITY HEALTH DEPARTMENT  
Project Number : HEALTH-23-OSD-0845  
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-617  
TIN Number : 482-778-072-000  
Business Type : Sole Proprietorship Registration #1565450  
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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
144	TAPE, duct tape, 2 inches x 10 meters	ROLL	20	100.00	2,000.00
	ESTABLISHMENT OF INSTITUTION - BASED DRUG TESTING LABORATORY				
145	BOND PAPER, Drug Testing Consent Form DT-001, single page, short bond size, 80gsm	REAM	10	215.00	2,150.00
146	BOND PAPER, Custody and Control Form DT-002B. Copy for the collection, single page short bond size, 80gsm	REAM	10	215.00	2,150.00
147	BOND PAPER, Custody and Control Form DT-003C, Copy for the Lab, single page short bond size, 80gsm	REAM	10	215.00	2,150.00
148	BOND PAPER, Custody and Control Form DT-004. Copy for the Donor, single page short bond size, 80gsm	REAM	10	215.00	2,150.00
149	BOND PAPER, Result Form, Single page short bond size, 80gsm	REAM	10	215.00	2,150.00
150	BOND PAPER, Memorandum for Record, 80gsm	REAM	10	215.00	2,150.00
151	BOND PAPER, Request for Confirmatory Drug Test, single page short bond size, 80gsm	REAM	1	215.00	215.00
152	STAPLER, metal casing, heavy duty	PIECE	4	300.00	1,200.00
153	STAPLE WIRE, high strength staple wire, No. 35 5,000 pieces per box	BOX	4	300.00	1,200.00
154	BOND PAPER, A4, 80gsm	REAM	4	350.00	1,400.00
155	BOND PAPER, for legal size, 8 1/2 inches x 14 inches, 80gsm	REAM	4	350.00	1,400.00
156	RECORD BOOK, 500 pages, size: 214mm x 278mm min.	PIECE	20	140.00	2,800.00
	RECOVERY PLAN (COVID VACCINATION)				
157	PAPER MICROCOPY, 80gsm, size: 210mm x 29.7mm, A4	REAM	400	240.00	96,000.00

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

**KATHLEEN M. OSORIO**

11-20-23

Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : 100-2023-10-10371

Approved Budget for the Contract : 3,065,796.60





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



PO Number **2309135**

**Purchase Order** Date: **OCT 27 2023**

Procuring Unit	: QUEZON CITY HEALTH DEPARTMENT	Project Number	:HEALTH-23-OSD-0845
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-617
		TIN Number	:482-778-072-000
Business Type	: Sole Proprietorship Registration #1565450	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 :** Thirty (30) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	MAINTENANCE AND OPERATION OF WATER MICROBIOLOGICAL ANALYSIS				
158	PAPER Mimeo, long, 8 ½ inches x 13 inches, 70gsm	REAM	10	200.00	2,000.00
159	BOND PAPER, A4, 80gsm	REAM	10	215.00	2,150.00
160	BOND PAPER, for legal size, 8 ½ inches x 14 inches, 80gsm	REAM	10	240.00	2,400.00
161	RECORD BOOK, 500 pages, size: 214mm x 278mm min.	PIECE	20	140.00	2,800.00
162	MARKER, twin marker, permanent with fine and broad point, color black, for labelling of slides	PIECE	24	60.00	1,440.00
163	PENTEL PEN, Refillable, Permanent (Black) fine with 1 extra ink	PIECE	24	200.00	4,800.00
164	FOLDER, Legal size, 50 pieces per pack	PACK	1	203.84	203.84
165	CLEAR BOOK, 40 sheets	PIECE	2	200.00	400.00
166	RUBBER BAND, size: 38mm x 1.2mm x 1.2mm assorted	BOX	1	200.00	200.00
167	CORRECTION TAPE, 8m x 5mm	PIECE	12	60.00	720.00
	FOOD AND DRUG REGULATION				
168	PAPER MULTICOPY, 80gsm, size: legal	REAM	44	370.00	16,280.00
169	PAPER MULTICOPY, 70gsm, size: A4	REAM	10	270.00	2,700.00
170	ENVELOPE, Documentary Brown long (500's/box)	BOX	5	550.00	2,750.00
171	PLASTIC ENVELOPE, legal, expanding	PIECE	100	35.00	3,500.00
172	FOLDER, Legal size (50 pieces/pack)	BOX	1	220.00	220.00
173	CARBON PAPER, long, (100's/pack)	PACK	10	600.00	6,000.00
174	SIGN PEN, (black)	PIECE	100	40.00	4,000.00
175	GLUE, (1,010 grams)	PIECE	3	340.00	1,020.00
176	CORRECTION TAPE, 8m x 5mm	PIECE	10	70.00	700.00
177	PAPER PUNCHER, for paper, (2 holes /7mm hole size), Punching	PIECE	5	125.00	625.00

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

**KATHLEEN M. OSORIO**  
Signature Over Printed Name of Supplier / Date  
11-20-23

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR : 100-2023-10-10371**

**Approved Budget for the Contract : 3,065,796.60**





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



PO Number **2309135**

Purchase Order Date: **OCT 27 2023**

Procuring Unit : QUEZON CITY HEALTH DEPARTMENT  
Project Number :HEALTH-23-OSD-0845  
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TIN Number :482-778-072-000  
Business Type : Sole Proprietorship Registration #1565450  
Contact Number :09176530731

Sir/Madam:

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

Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	capacity 30 sheets of 80gsm papers, heavy duty				
178	FASTENER, for paper, metal, (100's/box)	BOX	10	59.00	590.00
179	STAPLER, standard, good quality	BOX	10	90.00	900.00
180	STAPLE WIRE, (standard), box of 5,000's	PIECE	10	25.00	250.00
181	STAPLE WIRE REMOVER, plier type	BOX	10	25.00	250.00
182	PAPER CLIPS, (giant), box of 100's	BOX	10	16.00	160.00
183	PAPER CLIPS, (small), box of 100's ✓	BOX ✓	10 ✓	12.00	120.00
184	BINDER CLIPS/paper clamps (2 inches) 12's	BOX	10	64.00	640.00
185	BINDER CLIPS/paper clamps (1 ¼ inch) 12's	BOX	10	26.00	260.00
186	SCISSOR, symmetrical blade, heavy duty	PIECE	10	20.00	200.00
187	PHOTO PAPER, (A4, 100's per pack)	PACK	10	600.00	6,000.00
188	WHITEBOARD, (50cm x 70cm)	PIECE	1	500.00	500.00
189	MARKER, for white board, (black)	PIECE ✓	10 ✓	70.00 ✓	700.00 ✓

\*\*\*\*\* Nothing Follows \*\*\*\*\*

Total Amount : 3,065,796.60

Total Amount In Words (Pesos): Three Million Sixty Five Thousand Seven Hundred Ninety Six Pesos and 60/100 Only

MA. JOSEFINA G. BELMONTE  
City Mayor



KATHLEEN M. OSORIO  
Signature Over Printed Name of Supplier / Date 11-20-23

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 100- 2023 - 10 - 10371

Approved Budget for the Contract : 3,065,796.60



## 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 NOV 20 2023 and to expire on -

CONFORME

KATHLEEN MOSORIO

SIGNATURE OVER PRINTED NAME

OWNER

IN THE CAPACITY OF

11-20-23

DATE

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

YENS OFFICE AND SCHOOL SUPPLIES TRADING

COMPANY NAME

NOV 20 2023  
**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. 425-14-016040 2024/07/31.

Doc. No. 130

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Book No. VII

Series of 2023

NOTARY PUBLIC IN QUEZON CITY  
My Commission expires on Dec 31, 2023  
Adm. Matter No. NP-113 (2022-2023)  
PTR No. 4026249-01/03/2023-QC  
IBF OR No. 263982-01/03/2023-QC Roll No. 68456  
MORL Commission No. NH-0021672, 14 April 2025  
Unit 312 Bldg. 137 Malabas St. Brgy. Central, Quezon City

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