



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2310009**

Purchase Order Date: **OCT 27 2023**

Procuring Unit	: ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	Project Number	:RMBGH-23-OE-1280
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	:Public Bidding
Address	: 21C Matiyaga St., Barangay Central, Quezon City	Resolution No.	:23-PB-649
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	:179-876-721-000
		Contact Number	:936-4514

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 Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
4	LAMINATING MACHINE (DELI) Maximum laminating width: A3 Speed: 600mm/min Laminating range: 50-200mic Preheat time: 5minutes Laminating thickness 1mm Auto reverse Machine noise: 50dB Machine power: 600W 5min Fast preheating; 600mm/min quick lamination; Automatic reversal; Status display	unit	1	5,976.80	5,976.80
5	SPLIT TYPE AIRCON 1.5 hp (KOLIN) 1.5hp Standard Inverter Split Type Air Conditioner Cooling Capacity: 4275-14200 Kj/h R410a Refrigerant, Active Carbon Filter 4-Way Swing, LED Display Gold Fin Condenser, Turbo Mode Ionizer, Sleep Mode Refrigerant Leakage Detector Recommended Unloaded Room Area: 20-26sq.m Unit Dimension (mm) (WxDxH) Indoor: 802x189x297 mm Outdoor: 770x300x555 mm Warranty: One (1) year warranty parts and service includes installation with copper tubing installation (drain pump and breaker) with commissioning and testing	unit	10	41,250.00	412,500.00
***** Nothing Follows *****					

Total Amount : **541,378.80**

Total Amount In Words (Pesos): Five Hundred Forty-One Thousand Three Hundred Seventy Eight Pesos and 80/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : m-21000-10894

Approved Budget for the Contract : 600,500.00



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PO Number **2310009**

Purchase Order Date: **OCT 27 2023**

Procuring Unit : **ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL** Project Number : **RMBGH-23-OE-1280**
Company Name : **ALELEN ENTERPRISE** Mode of Procurement : **Public Bidding**
Address : **21C Matiyaga St., Barangay Central, Quezon City** Resolution No. : **23-PB-649**
Business Type : **Sole Proprietorship Registration #1387714** TIN Number : **179-876-721-000**
Contact Number : **936-4514**

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 Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	ADDING MACHINE (CASIO) 12 Digits, Reprint Function, Check and Correct, Clock, Calendar Function Sub-total, Total, and Grand Total, Cost and Sell, Margin Calculation % and Mark up and Down, 2 color printing, Tax Calculations, Exchange Calculation, Battery and AC Adaptor, Roll Paper (58mm)	unit	2	7,076.00	14,152.00
2	PAPER SHREDDER (COMIX) Shred Capacity: 10 Sheets Shred Size: 2x6 mm Entry Width: 230 mm Shred Type: Micro Cut Duty Cycle: 60mins. Continuous Basket Volume: 35L Shreds up to 10 sheets of A4 paper Shreds paper, Credit cards, and CDs Shreds 10 sheets into 2 x 6 mm particles; Micro cut shredder high security level 35L pull-out bin design for easy emptying Pull-out bin design and big see-through window Universal wheels for easy movement Meets the demands of general office workers Warranty: One (1) warranty parts and service	unit	1	31,250.00	31,250.00
3	DOCUMENT READER (EPSON) Pixels: 2MP (1920 x 1080 pixels) Camera Sensor: 1/2.7 inch CMOS Sensor Resolution: Up to Full HD (1080p) Zoom: 10x Digital Zoom, 12x Optical Zoom Weight: Approx. 3.0kg Remote Control: Yes (with 2 AA Batteries) External AC Power Adapter, USB Cable, Computer Cable (VGA Cable)	unit	2	38,750.00	77,500.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **hw - 2023-10-10899**

Approved Budget for the Contract : 600,500.00

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 NOV 10 2023 and to expire on JAN 09 2024.

CONFORME:

[Signature]
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

11/10/2023
DATE

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

Alen Enterprise
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)