



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2310065**

Purchase Order Date: **NOV 06 2023**

Procuring Unit	: SOCIAL SERVICES DEVELOPMENT DEPARTMENT	Project Number	:SSDD-23-OSD-1041
Company Name	: ALEXANDRITE BLUE INC.	Mode of Procurement	:Public Bidding
Address	: #38-B Schilling Street, Phase 8 Brgy. North Fairview, Quezon City	Resolution No.	:23-PB-669
Business Type	: Corporation Registration #A200117388	TIN Number	:214-809-960-000
		Contact Number	:09178515851

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
56	Puncher, good quality	Piece	3	255.00	765.00
57	Notebooks, non-spiral, composition, 90 leaves, good quality	Piece	400	18.00	7,200.00
	SOLO PARENT WELFARE PROGRAM				
58	Ballpen, fine, 0.7mm, color: Blue	Piece	1,000	17.04	17,040.00
59	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip	Piece	50	45.00	2,250.00
60	Sharpener, has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal	Piece	2	834.00	1,668.00
	RESIDENTIAL AND REHABILITATION PROGRAM- BAHAY KALINGA FOR CHILDREN				
61	Ballpen, fine, 0.7mm, color: Blue	Piece	57	17.04	971.28
62	Notebooks, non-spiral, composition, 90 leaves, good quality	Piece	15	18.00	270.00
63	Pad Paper Ruled, Grade 4, 5, 6, 80-90 leaves, good quality	Pad	16	14.00	224.00
64	Pad Paper Ruled, Grade 1, 2, 3, 80-90 leaves, good quality	Pad	15	14.00	210.00
65	Paper Intermediate Pad, 80 leaves, 200mm x 248mm, 3 pads/pack	Pack	15	21.00	315.00
	***** Nothing Follows *****				

Total Amount : 373,327.32

Total Amount In Words (Pesos): Three Hundred Seventy-Three Thousand Three Hundred Twenty-Seven Pesos and 32/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Josefina C. Atacadre 11/13/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 396,693.64

OBR : 100 - 2023 - 10 - 11227



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	ADMINISTRATIVE SUPPORT PROGRAM				
1	Ballpen, fine, 0.7mm, color: Blue	Piece	498	17.04	8,485.92
2	Ballpen, fine, 0.7mm, color: Black	Piece	90	17.04	1,533.60
3	Ballpen, fine, 0.7mm, color: Red	Piece	204	19.92	4,063.68
4	Ballpen, fine, 0.7mm, color: Green	Piece	100	19.92	1,992.00
5	Calculator, 12 digits, regular percent, solar and battery, key rollover, extra-large display, plastic keys, mark-up, Size of case / Total weight: Dimensions (D x W x H) : 158mm x 151mm x 32mm, good quality	Piece	7	750.00	5,250.00
6	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip	Piece	107	45.00	4,815.00
7	Typewriter Ribbon, medium, for Olympia Nylon (Black)	Piece	6	42.00	252.00
8	Stamp Pad Ink, 100ml (Violet) for Trodat	Bottle	12	361.40	4,336.80
9	Stamp Pad Ink, 100ml (Red) for Trodat	Piece	6	361.40	2,168.40
10	Stamp Pad Ink, 100ml (Blue) for Trodat	Piece	6	361.40	2,168.40
11	Stamp Pad Ink, 100ml (Light Blue) for Trodat	Piece	6	361.40	2,168.40
12	Sign Pen, 0.5mm, liquid gel, needle tip (Blue), 12's/box, non-blot	Box	50	950.00	47,500.00
	CHILD WELFARE PROGRAM				
13	Ballpen, Permanent Gel ink, excellent for ultra-smooth writing, pen tip size: 0.5mm, color: Blue	Piece	360	27.00	9,720.00
14	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip	Piece	312	45.00	14,040.00
15	Dry Seal, Desk type, color: Black, Machine laser engraved of SSDD Official logo, 2 inches diameter	Piece	7	3,497.00	24,479.00
16	Highlighter Pen, good quality	Piece	75	55.00	4,125.00
17	Binder Clip, color: Black, 42mm, 1 dozen per box	Box	10	60.00	600.00
18	Clipboard, acrylic, legal size, good quality	Piece	5	62.00	310.00
19	Parchment Paper, A4 size, 85gsm, 10 pieces per pack	Pack	25	98.05	2,451.25
20	Folder, expanding, long, color: Green, legal size; expandable;	Piece	30	35.10	1,053.00

MA. JOSEFINA G. BELMONTE
City Mayor

Josefina C. Atacador 11/13/2023
Signature Over Printed Name of Supplier / Date

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
38	Sharpener, has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal WELFARE PROGRAM DIFFERENTLY ABLED	Piece	7	632.24	4,425.68
39	Ballpen, fine, 0.7mm, color: Blue	Piece	950	17.04	16,188.00
40	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip FINANCIAL ASSISTANCE PROGRAM AND BURIAL ASSISTANCE PROGRAM	Piece	100	45.00	4,500.00
41	Ballpen, fine, 0.7mm, color: Blue EMERGENCY DISASTER RELIEF PROGRAM	Piece	162	17.04	2,760.48
42	Ballpen, fine, 0.7mm, color: Blue	Piece	50	17.04	852.00
43	Pen Highlighter, 4 pieces per box VOLUNTEER AND AUXILIARY PROGRAM	Box	50	70.00	3,500.00
44	Ballpen, fine, 0.7mm, color: Blue	Piece	600	17.04	10,224.00
45	Paper, Splendorgel, 10's/pax-8 packs, 80gsm, size: 216mm x 330mm VOCATIONAL DEVELOPMENT PROGRAM	Pack	80	49.75	3,980.00
46	Ballpen, fine, 0.7mm, color: Blue	Piece	168	17.04	2,862.72
47	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip	Piece	87	45.00	3,915.00
48	Linen Paper, short, 10's/pack, 8 1/2 inches x 11 inches, beige	Pack	20	30.00	600.00
49	Manila Paper, 10's/pack	Pack	86	45.00	3,870.00
50	Sign Pen, Blue, liquid ink, roller pen, 0.7mm needle	Piece	45	27.00	1,215.00
51	Glue, 130 grams	Bottle	4	56.00	224.00
52	Staple Wire Binder, for heavy duty stapler, 1,000 staple 23/24 RESIDENTIAL AND REHABILITATION PROGRAM-MOLAVE YOUTH HOME	Box	1	135.00	135.00
53	Ballpen, fine, 0.7mm, color: Black	Piece	83	17.04	1,414.32
54	Ballpen, fine, 0.7mm, color: Blue	Piece	43	17.04	732.72
55	Ballpen, fine, 0.7mm, color: Red	Piece	33	17.04	562.32

MA. JOSEFINA G. BELMONTE
City Mayor

Josefin G. Atacador 11/13/2023
Signature Over Printed Name of Supplier / Date

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RUBY G. MANANGU
City Accountant

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	YOUTH WELFARE PROGRAM				
21	Fastener, for paper, plastic, non-sharp edges, 50 sets/box	Box	25	156.80	3,920.00
22	Art Paper, assorted colors, glossy, 24's/pack, short, (8 ½ inches x 11 inches) good quality	Pack	70	55.00	3,850.00
23	Ballpen, Permanent Gel ink, excellent for ultra-smooth writing, pen tip size: 0.5mm, color: Blue	Piece	1,220	27.00	32,940.00
24	Sticker Paper, A4, white, 10's/pack	Pack	30	53.90	1,617.00
25	Crayons, jumbo, 8 colors/box, non-toxic, conforms to ASTM D-4236 meets performance standard ANSI Z39.18, good quality	Pack	300	159.28	47,784.00
26	Ballpen, fine, 0.7mm, color: Blue	Piece	400	17.04	6,816.00
27	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip	Piece	40	45.00	1,800.00
28	Paper for Certificate, 8 ½ inches x 11 inches, S-20 with design print, good quality	Ream	7	890.00	6,230.00
29	Paper Photo, 8 ½ inches x 11 inches, 10 pieces/pack, 220gsm	Pack	17	136.40	2,318.80
30	Sticker Paper, A4, white, 10's/pack	Pack	78	53.90	4,204.20
31	Tape Double Sided, with foam, 1 inch x 5ml/roll	Roll	45	38.23	1,720.35
	FAMILY WELFARE PROGRAM				
32	Fastener, for paper, plastic, non-sharp edges, 50 sets/box	Box	5	156.00	780.00
	WOMEN WELFARE PROGRAM				
33	Ballpen, fine, 0.7mm, color: Blue	Piece	50	17.04	852.00
34	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip	Piece	20	45.00	900.00
35	Sharpener with Rotating Lever has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal	Piece	2	834.00	1,668.00
	ELDERLY WELFARE PROGRAM				
36	Ballpen, fine, 0.7mm, color: Blue	Piece	1,000	17.04	17,040.00
37	Correction Pen, 9ml, quick dry, multi-purpose, quick dry, metal tip	Piece	100	45.00	4,500.00

MA. JOSEFINA G. BELMONTE
City Mayor

Josefina C. Atacador 11/13/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 396,693.64

OBR : 60-2023-10 1/227

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 13 2023 and to expire on - DEC 13 2023.

CONFORME:

Josefa C. Atacadra

SIGNATURE OVER PRINTED NAME

President

IN THE CAPACITY OF

11/13/2023

DATE

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

Alexandrite Blue Inc.

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)**