



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



PO Number **2310126**

Purchase Order Date: **NOV 17 2023**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-23-OSD-1287B
Company Name	: ALX OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement	: Public Bidding
Address	: 514-C Natividad St., Brgy. 63 Zone 8, Pasay City	Resolution No.	: 23-PB-758
Business Type	: Sole Proprietorship Registration #1568215	TIN Number	: 341-643-935-00000
		Contact Number	: 0917-800-9618

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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Envelope for A4 size documents, 500 pieces per box, color: brown	box	30	2,490.00	74,700.00
2	Bond Paper, legal, 70gsm, for plain copier	ream	600	320.00	192,000.00
3	Paper Long, size: 216mm x 330mm, 90 sheets/box	box	24	320.00	7,680.00
4	Paper Fastener, for paper, metal, 50 sets/box	box	60	65.00	3,900.00
5	Marker, flourescent, 3 assorted color per set	set	80	100.00	8,000.00
6	Plastic Cover heavy duty, PVC roll, size: 270cm x 122cm	roll	24	2,300.00	55,200.00
7	Stamp Pad, felt pad mini, 60mm x 100m	piece	15	35.00	525.00
8	Stamp Pad Ink, violet, 50ml	piece	15	162.00	2,430.00
9	Staple Wire, standard, 5,000 pieces/box	box	150	44.00	6,600.00
10	Masking Tape, 48 (+1mm), 50 meters	roll	500	99.00	49,500.00
11	Masking Tape, 24 (+1mm), 50 meters	roll	500	55.00	27,500.00
12	Tape Transparent, 48mm (+1mm), 50 meters	roll	500	40.00	20,000.00
13	Tape Transparent, 24mm (+1mm), 50 meters	roll	500	50.00	25,000.00
14	Scissors, size: 6 inches	piece	50	47.00	2,350.00
15	Certificate Holder with clear cover A4	piece	201	57.00	11,457.00
***** Nothing Follows *****					

Total Amount : **486,842.00**

Total Amount In Words (Pesos): Four Hundred Eighty Six Thousand Eight Hundred Forty-Two Pesos Only

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



**ROSEM E. GUILVERO** 11/20/23  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 486,950.10

OBR : **NO-2323-11-12076**



## 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. AWARDDEE 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 AWARDDEE to comply with the same shall be a ground for cancellation of the award and purchase order issued to that AWARDDEE and for re-awarding the item(s) to the ALTERNATE AWARDDEE.
3. AWARDDEE 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 AWARDDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDDEE 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 AWARDDEE 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 AWARDDEE. 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 AWARDDEE. Refusal by the DEFAULTING AWARDDEE 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 - DEC 20 2023.

CONFORME:

ROBERT A. GUNERA  
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
IN THE CAPACITY OF

11/20/23  
DATE

Duly authorized to sign this Purchase Order for and on behalf of AUX OFFICE AND SCHOOL SUPPLIES TRADING  
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)