



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2311059**

Purchase Order Date: **NOV 30 2023**

Procuring Unit	: OFFICE OF THE CITY MAYOR	Project Number	:OCM-23-OSD-1301
Company Name	: MCARMS TRADING	Mode of Procurement	:Public Bidding
Address	: #21 11th floor unit 10-C Capitol Plaza Matalino St., Cor. Matatag Ext., Brgy. Central, Quezon City	Resolution No.	:23-PB-808
Business Type	: Sole Proprietorship Registration #3001084	TIN Number	:432-929-074-000
		Contact Number	:0917-353-1844

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	Ballpen, fine point, Black	piece	50	21.30	1,065.00
2	Ballpen, fine point, Blue	piece	50	21.30	1,065.00
3	Ballpen, fine point, Red	piece	50	21.30	1,065.00
4	Battery AA, drycell, 2 pieces/pack	pack	20	36.50	730.00
5	Battery AAA, drycell, 2 pieces/pack	pack	20	18.30	366.00
6	Calculator, compact	unit	5	266.20	1,331.00
7	Clip Paper, vinyl, jumbo, plastic coated, 50mm, 100 pieces/box	box	20	14.00	280.00
8	Clip Paper, vinyl, small, 33mm plastic coated, 100 pieces/box	box	50	8.80	440.00
9	Clip Backfold, all metal clamping, 32mm, 12 pieces/box	box	10	25.50	255.00
10	Correction Tape, 8 film base type	piece	30	39.00	1,170.00
11	Cutter Knife, heavy duty cutter	piece	20	33.45	669.00
12	Data File Box with close ends - 125mm (W), 230mm (H), 40mm (L); material: chipboard 3mm thick, leatherette paper for outside cover and coated paper for inside cover; with finger ring and pocket for label holder, assorted colors: red, green, blue, and maroon	piece	30	80.00	2,400.00
13	Data Folder Long, made of chipboard with taglia lock	piece	100	299.00	29,900.00
14	DVD/CD, Re-writable	piece	100	15.00	1,500.00
15	Envelope, expanding Kraft board, legal size 100's/box	box	5	738.40	3,692.00
16	Envelope, expanding, legal, plastic	piece	20	30.45	609.00
17	Fastener, made of metal, 50 sets/box	box	20	94.60	1,892.00
18	Folder, Tag board, legal size, 100's/pack	pack	10	333.20	3,332.00
19	Folder, Pressboard, plain, legal size, 100's/box	box	5	2,995.00	14,975.00
20	Glue, all-purpose, 200 grams	jar	10	113.00	1,130.00
21	Notepad, post-it, 3 inches x 4 inches	pad	30	59.45	1,783.50
22	Notepad, post-it, 3 inches x 3 inches	pad	30	54.20	1,626.00
23	Paper, multi-copy, legal, 80 grams	ream	20	190.00	3,800.00
24	Paper, multi-copy, A4, 80 grams	ream	20	165.95	3,319.00

MA. JOSEFINA G. BELMONTE
 City Mayor

MA. CARMILLE I. CUNANAN 12-5-2023
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR : *MO. MAN. N. KOTI*

Approved Budget for the Contract : 244,514.85



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25	Paper, multi-purpose copy, legal, 70 grams	ream	400	158.90	63,560.00
26	Paper, multi-purpose copy, A4, 70 grams	ream	40	137.70	5,508.00
27	Pen, marker fluorescent, 3 colors per set	set	30	36.60	1,098.00
28	Pen, marker permanent, Black	piece	60	8.25	495.00
29	Pen, marker permanent, Red	piece	60	8.25	495.00
30	Pen, signpen, liquid gel, Black, 0.5mm	piece	60	22.20	1,332.00
31	Pen, signpen, liquid gel, Blue, 0.5mm	piece	60	22.20	1,332.00
32	Pen, signpen, liquid gel, Red, 0.5mm	piece	60	22.20	1,332.00
33	Scissors, symmetrical blade	piece	30	33.25	997.50
34	Tape Dispenser, heavy duty	piece	10	172.80	1,728.00
35	Masking Tape, 2 inches (48mm)	roll	10	121.10	1,211.00
36	Transparent Tape, 1 inch (24mm)	roll	10	18.50	185.00
37	Staple Wire, (for heavy duty stapler) size: 13mm-17mm	box	10	25.65	256.50
38	Computer Mouse, Optical USB Connection Type	piece	15	534.65	8,019.75
39	Keyboard, Optical USB type	piece	15	756.60	11,349.00
40	Alcohol, ethyl 68%-70%, 500ml	bottle	108	47.85	5,167.80
41	Detergent Powder, all-purpose, 500 grams	pouch	10	58.90	589.00
42	Disinfectant, aerosol type, 400ml	can	40	139.85	5,594.00
43	Flash Drive, USB 16gb capacity	piece	50	166.40	8,320.00
44	Furniture Cleaner, aerosol type, 330ml	can	10	120.10	1,201.00
45	Insecticide Spray, aerosol type, 400ml	can	40	54.00	2,160.00
46	Rags, all cotton round per kilo	kilo	20	54.00	1,080.00
47	Scouring Pad, made of synthetic nylon, 140mm x 220mm, 5 pieces/pack	pack	5	112.30	561.50
48	Toilet Tissue, 2 ply, 150 pulls, 12 rolls/pack	pack	80	86.30	6,904.00
49	Trash Bag, plastic transparent 10's/pack	pack	30	325.00	9,750.00

MA. JOSEFINA G. BELMONTE
 City Mayor

MA. CARMILLE I. CUNANAN 12-5-2023
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR : *Mr. Anan - 11/12/2015*

Approved Budget for the Contract : 244,514.85



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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
50	External Hard Drive (2TB)	piece	2	4,479.00	8,958.00
51	Push Cart - Capacity: 300kg; Material: Iron and PU wheel folding design for easy storage and space saving; easy to push handle bar to contribute easier push and pull; steady and strong iron frame; Smooth PU wheels and front universal wheels or easy transportation; 2 rear directional wheels to keep stable and safe, durable construction for long term use; ideal to hold items; with large weight capacity to hold many items; wheel size: 4 inches/5 inches; platform size: 36 inches x 24 inches	piece	1	16,900.00	16,900.00
	***** Nothing Follows *****				

Total Amount : 244,478.55

Total Amount In Words (Pesos): Two Hundred Forty Four Thousand Four Hundred Seventy-Eight Pesos and 55/100 Only

[Signature]
MA. JOSEFINA G. BELMONTE
City Mayor



[Signature]
MA. CARMILLE I. CUNANAN 12-5-2023
Signature Over Printed Name of Supplier / Date

Funds Available:
[Signature]
RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 244,514.85

OBR : *[Handwritten]* 12-5-2023

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 DEC 05 2023 and to expire on - JAN 04 2024.

CONFORME:

MA. CARMILLE I. CUNANAN
SIGNATURE OVER PRINTED NAME

PROPRIETRESS
IN THE CAPACITY OF

12-5-2023
DATE

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