



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



PO Number **2310083**

**Purchase Order** Date: **DEC 01 2023**

Procuring Unit	: QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES	Project Number	:QCCCD-23-OSD-0677C
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-720
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 :** CGSD Central Warehouse **Delivery Schedule** Thirty (30) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
82	Premium latex gloves; medium-large size suitable for medical, food service, and industrial use; made of high-grade natural rubber; provides excellent protection, powder-free	Piece	300	9.80	2,940.00
	***** Nothing Follows *****				

**Total Amount :** **454,650.00**

**Total Amount In Words (Pesos):** Four Hundred Fifty-Four Thousand Six Hundred Fifty Pesos Only ✓

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



*Josefina C. Atacador* 12/1/2023  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

**Approved Budget for the Contract :** 466,682.69

**OBR :** 100 - 2023 - 11 - 12719



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1	Ballpen, black, ballpoint 1.0mm ✓	Piece ✓	71 ✓	25.00	1,775.00 ✓
2	Ballpen, blue, ballpoint 1.0mm ✓	Piece ✓	60 ✓	25.00	1,500.00 ✓
3	Pencil, lead, w/eraser, #2, non-smudge, one (1) dozen per box ✓	Box ✓	13 ✓	230.00	2,990.00 ✓
4	Paper, Bond short (70gsm): 8.5in x 11 in ✓	Ream ✓	15 ✓	210.00	3,150.00 ✓
5	Paper, Colored bond, 80gsm, deep color ✓	Ream ✓	2 ✓	230.00	460.00 ✓
6	Paper, Colored bond, 80gsm, light color ✓	Ream ✓	2 ✓	230.00	460.00 ✓
7	Colored paper, different colors, standard size	Ream ✓	3 ✓	240.00	720.00 ✓
8	Paper, Parchment, size: 210 x 297mm, multi-purpose, 100 pcs per pack ✓	Ream ✓	1 ✓	265.00	265.00 ✓
9	Specialty paper vellum board: Inkjet friendly, 8 1/2 x 13 inches, 10 pcs per pack ✓	Ream ✓	7 ✓	65.00	455.00 ✓
10	Photo paper, A4 size, high premium glossy; 25 sheets per pack ✓	Pack ✓	5 ✓	75.00	375.00 ✓
11	Correction tape, film base type, 5mm x 8mm	Piece ✓	7 ✓	45.00	315.00 ✓
12	Envelope, Documentary, for legal size document, by 500 pcs per box	Box ✓	1 ✓	1,800.00	1,800.00 ✓
13	Folder, pressboard, color: red, legal size, 100s per pack	Box ✓	1 ✓	1,500.00	1,500.00 ✓
14	Folder, pressboard, size: 240mmx370mm (-5mm), standard color	Pack ✓	1 ✓	1,500.00	1,500.00 ✓
15	Folder, pressboard, color: yellow, legal, 100s/pack	Pack ✓	1 ✓	1,500.00	1,500.00 ✓
16	Folder, pressboard, color: violet, legal, 100s/pack	Pack ✓	2 ✓	800.00	1,600.00 ✓
17	Folder, clear, plastic, L-type, A4 size, 50 pcs per pack	Pack ✓	1 ✓	800.00	800.00 ✓
18	Folder with plastic cover, size: for short paper documents	Piece ✓	70 ✓	35.00	2,450.00 ✓
19	Clip, back fold, all metal, clamping: 25mm (-1mm)	Box ✓	5 ✓	65.00	325.00 ✓
20	Clip, back fold, all metal, clamping: 32mm	Box ✓	5 ✓	75.00	375.00 ✓
21	Clip, back fold, all metal, clamping: 50mm (-1mm)	Box ✓	6 ✓	85.00	510.00 ✓

**MA. JOSEFINA G. BELMONTE**  
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
22	Scissors, Symmetrical, blade length: 8 inches; plastic handle; Assorted colors	Pair	3	130.00	390.00
23	Scissors, 9 inches, heavy duty, color: black	Pair	3	140.00	420.00
24	Notepad stick-on, size: 3in x 4in, any color	Pad	30	45.00	1,350.00
25	Notepad stick-on, size: 3in x 3in, any color	Pad	30	45.00	1,350.00
26	Tape, masking, 24mm, 50 meters length, any color	Roll	20	55.00	1,100.00
27	Tape, masking, 48mm, 50 meters length, any color	Roll	20	85.00	1,700.00
28	Tape, packaging, 48mm, 50 meters length, standard color	Roll	20	22.00	440.00
29	Tape, transparent, 24mm, 50 meters length, standard color	Roll	25	10.00	250.00
30	Tape, transparent, 48mm, 50 meters length, standard color	Roll	10	105.00	1,050.00
31	Tape dispenser, table top, for 24mm width tape	Piece	1	193.00	193.00
32	Dating and stamping machine, stamp, dater, manual stamp, 4mm in size, year up to 2028	Piece	2	480.00	960.00
33	Stamp pad ink, purple or violet, 50ml min	Bottle	3	31.66	94.98
34	Glue, multi-purpose, 40 gms	Bottle	5	165.00	825.00
35	CD-Rewritable (CD-EW); 700MB; 4X-12X- high speed with branded surface; 25 pcs per pack	Pack	2	650.00	1,300.00
36	Fastener, metal, 70mm between prongs; 50 sets per box	Box	60	75.00	4,500.00
37	Folder, Tag board, for legal size documents	Pack	30	45.00	1,350.00
38	Paper, Multi-Purpose (COPY) A4 size; 70gsm	Ream	124	235.00	29,140.00
39	Paper, Multi-Purpose (COPY) Legal size; 70gsm	Ream	135	280.00	37,800.00
40	Expanding plastic envelope - legal; Dimension: 0.1cm x 25cm x 40cm; Weight: 31 g	Piece	3,000	39.00	117,000.00
41	Marker pen, permanent, bullet type, black	Piece	80	65.00	5,200.00
42	Tape, masking, 24mm, 50 meters length, standard color	Roll	50	48.00	2,400.00
43	Heavy duty stapler, 70 to 100 sheets capacity; adjustable stapling margin; 7-65mm	Piece	2	1,500.00	3,000.00

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

*Josefina C. Atacador* 12/1/2023  
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
44	Heavy duty puncher, 2 hole, 7cm hole distance; any color	Piece	3	2,800.00	8,400.00
45	Heavy duty staple wire, strong wire size 23/15	Box	30	135.00	4,050.00
46	Face shield; direct splash protection	Piece	50	124.00	6,200.00
47	Flash drive, 64GB, USB 2.0, plug and play, Dimensions (L X W XH) - 0.26 x 1.67 x 0.52 inches	Piece	13	550.00	7,150.00
48	Certificate holder, size: A4	Piece	250	35.00	8,750.00
49	Certificate holder, For parchment; 9in x 12in	Piece	250	35.00	8,750.00
50	Certificate holder, size: 8.5in x 11in	Piece	250	34.00	8,500.00
51	Certificate holder, size: 8.5in x 13in	Piece	250	38.00	9,500.00
52	Digital wall clock; Large screen, 18 inches; 12-hour and 24-hour display formats; 8-time zones; Material: Plastic; Auto set, battery-operated; color: black	Piece	3	850.00	2,550.00
53	Philippine National Flag; standard size; for standard flagpole use	Piece	1	950.00	950.00
54	Computer mouse; wireless, PC307; Working manner: 2.4GHz; Working distance: 2.4G mode 10m; 5 Levels DPI: 800/1000/1600/2400/3200; Battery required: one AA battery (not included); Mouse Size: 109.77 * 68.14 * 43.08 mm; Mouse Weight: 79.0g ± 5.0g (with USB receiver)	Piece	5	550.00	2,750.00
55	Mouse pad, leather; water-proof; size: 30cm x 60cm; Strong static absorption; color: black	Piece	25	260.00	6,500.00
56	Alcohol, ethyl, 70% solution, scented, 3.785 liters	Bottle	20	480.00	9,600.00
57	Alcohol, isopropyl, 70% solution, scented, 3.785 liters	Bottle	50	480.00	24,000.00
58	Battery, dry cell, size AA, 4pcs per pack	Pack	12	180.00	2,160.00
59	Battery, dry cell, size AAA, 4pcs per pack	Pack	5	180.00	900.00
60	Tape, Electrical, size: 18mm x 16M min	Roll	2	65.00	130.00
61	Rags, all cotton, 32 pcs per kilo/bundle min	Bundle	5	110.00	550.00
62	Air freshener, aerosol, 280ml per can	Can	11	350.00	3,850.00
63	Disinfectant, spray, aerosol type, 400-550grams	Can	14	680.00	9,520.00

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
64	Insecticide, aerosol type, net content 600ml	Can	3	760.00	2,280.00
65	Window scraper; light weight; double-sided screen brush dust quickly, 46cm x 16cm (L x W)	Piece	5	423.00	2,115.00
66	Frying pan, 26cm, non-stick, multi-layer, marble-coating	Piece	1	980.00	980.00
67	Cutlery set, 24pcs per set; Set Inclusion: spoon, soup spoon, fork, dinner knife); stainless steel, preferably with handle	Set	2	3,500.00	7,000.00
68	Tissue, interfolded paper towel, pull up-pull out tissue, strong and absorbent, 150 sheets, single ply, 205mmx215mm	Pack	100	65.00	6,500.00
69	Hand soap, liquid, 500ml; anti-bacterial; pump	Bottle	50	165.00	8,250.00
70	Hand sanitizer; 500ml, scented	Bottle	30	180.00	5,400.00
71	Trash bag, biodegradable, thick garbage bag; black, XXL size; 50 pcs per pack	Pack	13	415.00	5,395.00
72	Trash bag, yellow, large (26in x 32in), 50 pcs per pack	Pack	5	450.00	2,250.00
73	Hand tool set: Pro; 127pcs; high efficiency for maintenance; mechanics, warehouse works	Set	1	2,397.02	2,397.02
74	Wastebasket; non-rigid, plastic; indoor, touch top bin; Actual Measurement: L37em x W37cm x H59cm; Color: Gray-black	Piece	10	950.00	9,500.00
75	Storage boxes; 67cm x 50cm x 40cm; preferably transparent	Piece	20	1,300.00	26,000.00
76	Extension cord, heavy duty, universal outlet, 15 meters, high power capacity, impact resistant and highly conductive, built-in safety circuit breaker, built-in lightning protector, fire-retardant, 2500W maximum capacity	Piece	5	1,511.00	7,555.00
77	Facemasks: disposable, surgical, at-least 3-ply; 50pcs per box	Box	46	45.00	2,070.00
78	Facemasks; kids mask; children's size; 3-ply; 50pcs per box	Box	50	45.00	2,250.00
79	Elastic bandages: 1 pair per set; 2inches width	Set	2	55.00	110.00
80	Elastic bandages: 1 pair per set; 4inches width	Set	2	65.00	130.00
81	Elastic bandages: 1 pair per set; 6inches width	Set	2	65.00	130.00

**MA. JOSEFINA G. BELMONTE**  
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**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 01 2023 and to expire on - DEC 31 2023.

CONFORME:

Josefina C. Atacadri

SIGNATURE OVER PRINTED NAME

President

IN THE CAPACITY OF

12/1/2023

DATE

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

Alyandrite 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)