



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2311089**

Purchase Order Date: **NOV 30 2023**

Procuring Unit	: SCHOOLS DIVISION OFFICE	Project Number	: CONSO-23-EMS-1458B
Company Name	: MS. V ENTERPRISES	Mode of Procurement	: Public Bidding
Address	: No. 6 Bayo Condo Scout Bayoran St., Corner Sct. Tuazon, Brgy. South Triangle, Quezon City	Resolution No.	: 23-PB-886
Business Type	: Sole Proprietorship Registration #4918293	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

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
44	Plate, porcelain, small, Glass, transparent Spoon and Fork, small, metal, Placemat, (12 inches x 18 inches)	set	300	210.00	63,000.00
45	Bottles/Jars/Food Containers, glass, (8 ounces capacity)	piece	300	300.00	90,000.00
46	Sandwich Wrapper/ Table Napkin 16 inches x 16 inches	piece	300	100.00	30,000.00
47	Bowl, (medium size) Serving Spoon, Metal Cup, Small, Glass LET'S GET PHYSICAL	set	300	160.00	48,000.00
48	Masking Tape 2 inches, 55 meters length	piece	300	80.00	24,000.00
49	Rubber Ball 6 inches, diameter	piece	300	100.00	30,000.00
50	Plastic Storage Box 8 inches height, 14 inches length, 12 inches width, clear	piece	1,500	500.00	750,000.00
***** Nothing Follows *****					

Total Amount : 3,102,000.00

Total Amount In Words (Pesos): Three Million One Hundred Two Thousand Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



VENUS T. JERRY 12-1-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 200 - 2023 - 12 - 000000

Approved Budget for the Contract : 3,111,000.00



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	LETTER CARDS - Card Size: 3 inches x 3 inches - Font Style: Century Gothic - Font Size: 150, bold - 26 pieces per set, composed of Letters from A to Z - to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 125 microns	set	300	400.00	120,000.00
2	FLASHCARDS 1 with the following words: - ask, act, and - pat, mat, bat - Ana, Aga, Eva - Card Size: 3 inches x 5 inches - Font Style: Century Gothic - Font Size: 150, bold - 9 pieces per set - to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 125 microns	set	300	300.00	90,000.00
3	FLASHCARDS 2 with the following words: - is, are, has, for, give, his - Card Size: 3 inches x 5 inches - Font Style: Century Gothic - 6 pieces per set - to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 125 microns	set	300	300.00	90,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Venus T. Perry 12-1-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 2023-11-03

Approved Budget for the Contract : 3,111,000.00



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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	TREASURE BOX Plastic Storage Box Cut out pictures of the following:				
4	RED DONUT (SMALL) 2 inches diameter, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 125 microns	piece	300	70.00	21,000.00
5	BLUE BIG TIRE 6 inches diameter, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 125 microns	piece	300	70.00	21,000.00
6	YELLOW ROUND CLOCK medium, 4 inches diameter, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	300	70.00	21,000.00
7	RED BUNTING medium, 4 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	300	70.00	21,000.00
8	BLUE CONE (big) 6 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	300	70.00	21,000.00
9	YELLOW TRIANGLE RULER 2 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	300	70.00	21,000.00
10	RED BIG BOX 6 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	300	70.00	21,000.00
11	BLUE HANDKERCHIEF 2 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	300	70.00	21,000.00
12	YELLOW MEDIUM SIZED MIRROR	piece	300	70.00	21,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Venus T. Tenny 12-1-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : **200.000.00**

Approved Budget for the Contract : 3,111,000.00



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PO Number **2311089**

Purchase Order Date: **NOV 3 2023**

Procuring Unit	: SCHOOLS DIVISION OFFICE	Project Number	: CONSO-23-EMS-1458B
Company Name	: MS. V ENTERPRISES	Mode of Procurement	: Public Bidding
Address	: No. 6 Bayo Condo Scout Bayoran St., Corner Sct. Tuazon, Brgy. South Triangle, Quezon City	Resolution No.	: 23-PB-886
Business Type	: Sole Proprietorship Registration #4918293	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

Sir/Madam:

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Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
13	4 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - RED BIG BOOKS	piece	300	70.00	21,000.00
14	6 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - BLUE ERASER	piece	300	70.00	21,000.00
15	2 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - YELLOW ENVELOPE	piece	300	70.00	21,000.00
16	4 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - BIG LETTERS OF THE ALPHABET	set	300	500.00	150,000.00
17	3 inches x 5 inches, Century Gothic, bold, 150 font, 26 pieces per set, composed of Letters from A to Z, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - 5 BIG LETTERS WITH CORRESPONDING SMALL LETTERS	set	300	300.00	90,000.00
18	3 inches x 5 inches, Century Gothic, bold, 150 font, 26 pieces per set, composed of Letters from A to Z, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - NUMBER CARDS, COMPOSED OF NUMBERS FROM 1-20	set	300	500.00	150,000.00
19	3 inches x 5 inches, Century Gothic, bold, 150 font, 20 pieces per set, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - POPSICLE STICKS	pack	300	50.00	15,000.00
20	20 pieces per pack, wood (11cm x 0.9cm x 0.2cm) PAPER CLOCK	piece	300	100.00	30,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

VENUS T. TERRY 12-1-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 200. 000. 11. 07859

Approved Budget for the Contract : 3,111,000.00



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21	6 inches x 8 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - PICTURES OF (half crosswise of a 8.5 inches x 13 inches bond paper) CHILD WAKING UP	piece	300	70.00	21,000.00
22	to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - CHILD RAISING THE RIGHT HAND AND RECITING THE "Panunumpa sa Watawat ng Pilipinas"	piece	300	70.00	21,000.00
23	to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - CHILDREN INSIDE THE CLASSROOM	piece	300	70.00	21,000.00
24	to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - CHILDREN PLAYING	piece	300	70.00	21,000.00
25	to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - CHILD SLEEPING	piece	300	70.00	21,000.00
26	to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - BODY PARTS PUZZLE	piece	300	70.00	21,000.00
27	size: 8.5 inches x 11 inches to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - 2 PICTURES OF A CHILD	piece	300	100.00	30,000.00
28	1 with one shoe missing and the other with complete pair of shoes (half crosswise of an 8.5 inches x 13 inches bond paper), to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns - 2 STORY BOOKS (Araw sa Palengke, Chenelyn Chenelyn)	piece	300	400.00	120,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Vernice T. Talar 12-1-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 2023-21000 11. 00789

Approved Budget for the Contract : 3,111,000.00



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29	picture only, size: 8 inches x 11 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns FLASHCARDS WITH DANGER SIGNS AND SYMBOLS slippery when wet, road under construction, toxic, poisonous, flammable, falling debris, size: 4 inches x 4 inches, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	set	300	200.00	60,000.00
30	PICTURES OF BROKEN GLASS, HIGH PLACES, STREETS, SHARP AND POINTED OBJECTS 4 inches x 4 inches, 5 pieces per set, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	set	300	200.00	60,000.00
31	CUT-OUT FACES OF EMOTIONS 4 pieces per set, 4 inches x 4 inches happy, sad, scared, angry to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	set	300	200.00	60,000.00
32	PICTURE OF A MOTHER HANGING CLOTHES, COOKING, SWEEPING AND GARDENING, STICK FIGURE, PENCIL 5 pieces per set, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	set	300	200.00	60,000.00
33	Pictures of the following (for interview) - at home - mother cooking - school - teacher writing on the board - playground - boy dribbling a ball - market - mother buying vegetables - 4 pieces per set to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	set	300	200.00	60,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Venus T. Tenny 12-1-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 200. 2000 11. 00000

Approved Budget for the Contract : 3,111,000.00



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34	WORK OF HANDS - PICTURES OF GLASS AND A BALL WITH BROKEN LINES - half crosswise of an 8.5 inches x 13 inches bond paper, 2 pieces per set, to be printed in 80 gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns -	piece	300	100.00	30,000.00
35	PAIR OF SCISSORS - 4 inches, kiddie scissor -	set	300	100.00	30,000.00
36	PENCIL with eraser, black lead core (3mm) -	piece	300	20.00	6,000.00
37	CRAYONS wax, jumbo, (8 assorted colors); non-toxic -	piece	300	50.00	15,000.00
38	MY DAILY ROUTINE Bath Soap, 2.5 x 1.5 x 0.4 inches (1 ounce), Shampoo, sachet Face Towel, 30cm x 30cm Pail, 1.5L, plastic Dipper, small plastic	set	300	320.00	96,000.00
39	Toothbrush, (small, plastic) and Toothpaste, (small, sachet) -	set	300	120.00	36,000.00
40	Polo Shirt/ Blouse, (with button) and shorts, Skirts/Pants, (with zipper), tetron cotton, (free size) -	set	300	800.00	240,000.00
41	Comb/Hairbrush plastic	piece	300	50.00	15,000.00
42	Handkerchief 30cm x 30cm	piece	300	50.00	15,000.00
43	Basin (small), plastic, 35cm x 10cm -	piece	300	70.00	21,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Venus T. Tanyag 12-1-2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 2023-11-03

Approved Budget for the Contract : 3,111,000.00

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. 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 DEC 01 2023 and to expire on -

CONFORME:

VENUS T. PERRY
SIGNATURE OVER PRINTED NAME

PROPRIETRESS

IN THE CAPACITY OF

12-1-2023

DATE

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

MS. V ENTERPRISES

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)