



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2311108**

Purchase Order Date: **01 DEC 2023**

Procuring Unit	: AMORANTO SPORTS COMPLEX	Project Number	:ASC-23-OSD-1130C
Company Name	: LINDSAY ENTERPRISES	Mode of Procurement	:Public Bidding
Address	: 334 S. Asistio St., Brgy. 89, Caloocan City	Resolution No.	:23-PB-905
Business Type	: Sole Proprietorship Registration #05815903	TIN Number	:110-428-649-000
		Contact Number	:09482856861

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
21	DISINFECTANT SPRAY, aerosol type	Can	118	470.00	55,460.00
22	FLASH DRIVE, USB, 16gb capacity	Piece	15	165.00	2,475.00
23	RAGS, all cotton, 32 pieces per kilo bundle assorted	Bundle	50	49.00	2,450.00
24	SCOURING PAD, synthetic nylon	Pack	100	57.00	5,700.00
25	TAPE DISPENSER, table top, for 24 mm tape	Piece	9	72.00	648.00
26	MARKER, for whiteboard, black, felt tip, bullet tip, non-toxic smell	Piece	20	13.00	260.00
27	MARKER, fluorescent, 3 colors per set	Set	25	36.00	900.00
28	PAPER CLIP, vinyl/plastic coated, 33mm per box	Box	50	8.82	441.00
29	PAPER, multi-copy, 80 gsm, size: 216mm x 330mm (legal) 500 sheets per ream	Ream	55	335.00	18,425.00
30	STAPLE REMOVER, plier type	Piece	5	65.00	325.00
31	BATHROOM TISSUE, 600 sheets 2 ply, 12 rolls per pack	Pack	26	322.00	8,372.00
32	TRASHBAG, plastic, gusseted type, transparent, with tie made from polyethylene plastic, 469mm x 469mm x 1016mm dimension, 235mm depth of gusset on each side, ten (10) pieces per pack	Pack	2,000	77.00	154,000.00
***** Nothing Follows *****					

Total Amount : **441,531.82**

Total Amount In Words (Pesos): Four Hundred Forty-One Thousand Five Hundred Thirty-One Pesos and 82/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



[Signature] 12/1/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

[Signature]
RUBY G. MANANGU
City Accountant

OBR : 10-2023-11-12879

Approved Budget for the Contract : 442,231.82



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2311108**

Purchase Order Date: **01 DEC 2023**

Procuring Unit	: AMORANTO SPORTS COMPLEX	Project Number	:ASC-23-OSD-1130C
Company Name	: LINDSAY ENTERPRISES	Mode of Procurement	:Public Bidding
Address	: 334 S. Asistio St., Brgy. 89, Caloocan City	Resolution No.	:23-PB-905
Business Type	: Sole Proprietorship Registration #05815903	TIN Number	:110-428-649-000
		Contact Number	:09482856861

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	MARKER, permanent, black, bullet type	Piece	3	48.00	144.00
2	PAPER, multi-copy, 80 gsm, size: 210mm x 297mm (A4) per ream	Ream	43	315.00	13,545.00
3	RUBBER BAND, all purpose, 350g per box	Box	20	258.00	5,160.00
4	CUTTER KNIFE, 6 inches heavy duty	Piece	10	240.00	2,400.00
5	STAPLE WIRE, heavy duty, 23/13, 1000 staples/ box	Box	50	50.00	2,500.00
6	GUN TACKER, Heavy Duty, Size: 176mm x 34mm x 151 mm/unit	Unit	3	3,570.00	10,710.00
7	TONER, Black, for MX265-NV	Cartridge	3	12,650.00	37,950.00
8	INK BOTTLE, Cyan, for L3150	Bottle	20	383.00	7,660.00
9	INK BOTTLE, Magenta for L3150	Bottle	20	383.00	7,660.00
10	INK BOTTLE, Yellow for L3150	Bottle	20	383.00	7,660.00
11	INK BOTTLE, Black for L3150	Bottle	20	383.00	7,660.00
12	GUN TACKER STAPLES, wire t3-10mb, 1000 staples/ box	Box	10	100.00	1,000.00
13	STAPLER, heavy duty, design: high strength spring lets you easily staple 120 sheet with slight force, full metal, uses staples 23/6 - 23/24 technical details manufacturer: weight: 540g (1.19lbs) product dimension: 12.9 x 3.5 x 5.6 inches (327.66 x 88.9 x 142.24 mm) color: black, white material type: plastic, metal	Unit	2	1,267.00	2,534.00
14	CORRECTION TAPE, 1 piece in individual plastic	Piece	20	17.56	351.20
15	DATA FILE BOX, color black, Durable, Thick	Piece	50	202.80	10,140.00
16	EXPANDING ENVELOPE, kraft board, for legal size doc, 100 pieces /box	Box	2	1,789.31	3,578.62
17	MARKER WHITE BOARD, for Whiteboard, red, felt tip, bullet tip, non-toxic smell	Piece	5	47.00	235.00
18	AIR FRESHENER, 80ml/150g minimum, in can, aerosol type/spray mist, shrink wrapped, assorted scent/can	Can	138	246.00	33,948.00
19	BLEACHING LIQUID, 1 gallon	Gallon	100	148.00	14,800.00
20	DETERGENT POWDER, all purpose, 500 grams per pouch	Pouch	600	37.40	22,440.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Thelma C. Lopez

12/1/23

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 12-2023-11-12889

Approved Budget for the Contract : 442,231.82

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 01 DEC 2023 and to expire on - 31 DEC 2023.

CONFORME:

Thelma T. Uy
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

12/11/2023
DATE

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