



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2311111**

Purchase Order Date: **DEC 04 2023**

Procuring Unit	: QUEZON CITY VETERINARY DEPARTMENT	Project Number	: VET-23-OE-1680
Company Name	: E.N.L TRADING	Mode of Procurement	: 53.9
Address	: Lot 5 Block 14 Isaiah Street, Goodwill Homes II, Brgy. Bagbag, Novaliches, Quezon City	Resolution No.	: 23-A-290
Business Type	: Sole Proprietorship Registration #5074380	TIN Number	: 290-954-554-000
		Contact Number	: 09178510611

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
	light turned off/sleep LED) Ink replenishing mode. Auto-reset, Online print (USB 2.0) Double feed detection Includes: Free 15 inks and 5 master roll free (1) pedestal ***** Nothing Follows *****				

Total Amount : 502,490.00

Total Amount In Words (Pesos): Five Hundred Two Thousand Four Hundred Ninety Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

EDWIN N. AGUIRRE 12/13/23

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2023-11- 12780

Approved Budget for the Contract : 502,500.00



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1	PHOTOCOPIER MACHINE - KYOCERA Print Speed Pages per minute (ppm): Up to 23ppm Print Resolution: Black (best) up to 1200 x 1200 dpi; Black (normal) Up to 600 x 600 dpi; Black (fine lines) Up to 1200 x 1200 dpi Copy Speed copies per minute: Up to 23 cpm Duplex Printing: Automatic 4-line LCD, 10-key pad, 4-button quick set Scan Speed Simplex: A4 up to 33 images per minute (ipm) black and colour 100 sheets reversing: Optional Input Capacity: Standard Up to 350 sheets Maximum up to 600 sheets Output Capacity 250 sheets Standard Print Language: PCL6, PS Scan Technology: Type: Flatbed, ADF (optional); Technology: Digital-CMOS Image Sensors (D-CIS) Scan Speed: Normal (A4): Up to 33 ipm (b&w); Up to 33 ipm (color) Scan Resolution: Enhanced up to 4800 x 4800 dpi; Hardware: Up to 600 x 600 dpi; Optional: Up to 600 dpi Color Scanning: Yes Scan File Format: PDF, JPEG, TIFF Copier Smart Software Features: ID Copy, Book Copy, N-UP, Reduce/Enlarge Max No. of Copiers: 999 copies First Copy Out: Black (A4): As fast as 7.5 sec; Black (A4, sleep): As fast as 22.0 sec; Black (letter): as fast as 7.5 sec; Black (letter, sleep): As fast as 22.0 sec Duty cycle (monthly): up to 50,000 pages per month; Recommended monthly page volume: 2000 to 5000 Copier settings: 600 x 600 dpi x 2 bit; Originals content Settings: Text, Text /Photo	Unit	1	251,250.00	251,250.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

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2	Hi-Speed USB 2.0 printing port Built-in Ethernet 10/100Base-TX networking Includes: Free 3 cartridge toner and free (1) pedestal DUPLICATING MACHINE - DUPLO Scanning Method: Thermal Digital Resolution Document Type: Sheet, book Resolution: 300 x 600 dpi Scan: 300x600 dpi Paper Size Min: 100 x 148 mm Max: 297 x 420mm Document Type: Sheets, Book (max. 10kg) Document Size: Max: 297mm x 432mm Min: 100mm x 148mm (with optional ADF) Master Making Speed: 21 seconds Image Area: Max: 250mm x 355mm Scanning Method: Flatbed Scanner Rubber Rollers: at least 3 rollers Paperweight: 45 - 210 gsm Image Modes: Text, Photo, Text/Photo, Pencil Capacity Feeder: 1,300 sheets (64gsm) Stacker: 1,300 sheets (64gsm) (installed on cabinet) Stacker: 900 sheets (164gsm) (used as table top) Paper Weight: 45gsm-210gsm max. Print Speed: 60-130ppm max. (3 steps) Power Consumption: 135w max Cost per Copy: 0.06 per copy max Master Disposal: at least 50 sheets Other Functions: Ink save mode, multiple exposure (2,4,8 & 16-up, 2 in 1) confidential safeguard, 90,180 degree rotation Master re-make (save the data from last master making) Repeat counter Pre-print, Interval print (2 mode, by time specified) Print per set/prints per document program, Energy save mode (LCD/back	Unit	1	251,240.00	251,240.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2023-11-12780

Approved Budget for the Contract : 502,500.00

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. 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 13 2023 and to expire on - JAN 12 2024.

CONFORME

EDWIN LACISAN

SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

12/13/23

DATE

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

ENC 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)