



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



PO Number **2311127**

**Purchase Order** Date: **04 DEC 2023**

Procuring Unit : OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD  
Company Name : E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING JOINT VENTURE WITH NOBEL'S GENERAL MERCHANDISE  
Address : Lot 12 Blk 17 Cavite St. Bonifacio Village Brgy. Pasong Tamo, Quezon City  
Business Type : Sole Proprietorship Registration #3865069/2838527  
Project Number : OCS-23-OSD-1668  
Mode of Procurement : Public Bidding  
Resolution No. : 23-PB-897  
TIN Number : 612-298-283-00000/  
209-477-109-000  
Contact Number : 0951-970-7133

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 : Fifteen (15) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
45	Lan Cable, Category 6 / CAT6 Cable U/UTP PVC 4 Pair AWG 24 Indoor 305 Meter 1000ft	box	1	11,000.00	11,000.00
46	Lan Cable Switch, 8-Port Gigabit Desktop Switch	unit	8	1,678.00	13,424.00
47	PLASTIC WATER DIPPER, (TABO) Highly Durable, material: plastic. Top Diameter: 13.8 cm approx. Base Diameter; 10 cm approx. Handle Length : 11.5 cm approx.	piece	5	84.00	420.00
48	RUBBER SCRUBBER GLOVES Material: Silicone Good quality cleaning gloves	piece	5	280.00	1,400.00
49	TOILET FORCE PUMP, rubber force pump	pcs	4	55.00	220.00
50	Utility pail, Comfort Grip Handle 10-Liter, Size (L x W x H): 29 x 27.5 x 27 cm, any color, (TIMBA)	piece	5	205.00	1,025.00
51	Alcohol, ethyl 70%, per gallon	gallon	15	709.00	10,635.00
52	Detergent powder, 400 grams	pouch	30	64.33	1,929.90
53	Disinfectant spray, aerosol, 500 grams	btl	21	493.75	10,368.75
54	Rags, multi-purpose colored, 10pcs per pack	pack	30	47.00	1,410.00
55	Insecticide spray, 500ml	btl	13	463.00	6,019.00
56	Tissue, 3ply, 200pulls/12pcs per pack	pack	12	279.26	3,351.12
***** Nothing Follows *****					

**Total Amount : 396,300.31**

Total Amount In Words (Pesos): Three Hundred Ninety-Six Thousand Three Hundred Pesos and 31/100 Only

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



**RAFAEL C. CADDARI** 12-11-23  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

Approved Budget for the Contract : 396,500.31

OBR : 12-2023-11-126/2



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



PO Number **2311127**

**Purchase Order** Date: **04 DEC 2023**

Procuring Unit	: OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD	Project Number	:OCS-23-OSD-1668
Company Name	: E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING JOINT VENTURE WITH NOBEL'S GENERAL MERCHANDISE	Mode of Procurement	:Public Bidding
Address	: Lot 12 Blk 17 Cavite St. Bonifacio Village Brgy. Pasong Tamo, Quezon City	Resolution No.	:23-PB-897
Business Type	: Sole Proprietorship Registration #3865069/2838527	TIN Number	:612-298-283-00000/ 209-477-109-000
		Contact Number	:0951-970-7133

**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 :** Fifteen (15) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	BINDING CLAMP, steel big	piece	8	44.00	352.00
2	CUTTER KNIFE, Heavy duty for gen. purposes	piece	17	94.00	1,598.00
3	DATA FILE BOX, made of chipboard w/ close ends	box	12	125.00	1,500.00
4	DATE STAMPER, for dating & stamping	piece	5	453.96	2,269.80
5	FOLDER, Pressboard long(expanding)	box	5	952.64	4,763.20
6	ILLUSTRATION BOARD, 20" x 30" 750 gsm, black and white	board	15	110.00	1,650.00
7	LABEL TAPE, DK-2251, 2.4 inch x 50ft, Continuous Paper Labels Red/Black on White Two-Color For use with QL Label Printers. For Use With: Brother QL-800, Brother QL-810W, Brother QL-820NWB	roll	5	2,156.00	10,780.00
8	Labeling tape cassette, Tze-261,36mm, black on white, genuine	tape	5	1,619.00	8,095.00
9	Laminating Film, Film, 305mm X 100mm x 250 microns	roll	4	1,658.00	6,632.00
10	PAPER, Copy paper, 80 gsm, A4, sub-24, color white	ream	150	392.00	58,800.00
11	PAPER CLIP, 50mm (2"), 100's / box or 120 grams, JUMBO	box	25	13.75	343.75
12	PAPER, Sticker, Matte, A4 size, 10sheets/pack, inkjet friendly	pack	40	77.00	3,080.00
13	RECORD BOOK, Official record book, 500 pages, 8.5 inches x 11 inches with Page Number	book	100	310.00	31,000.00
14	Registered Jack, RJ45 CAT 6 METAL SHIELDED CONNECTOR, RJ45 CLOSE END	box	7	150.00	1,050.00
15	STAPLEWIRE size: 23/6, 22-41	box	10	45.00	450.00
16	STAPLE WIRE, heavy duty 23/13	box	5	22.55	112.75
17	STAPLE WIRE, HD 23/24,	box	5	99.50	497.50
18	STAPLE WIRE, HD 23/17,	box	5	69.00	345.00
19	TAPE, Masking tape, 2", 50mm	roll	70	84.75	5,932.50
20	TAPE, Packaging tape, 2" (48mm)	roll	10	43.00	430.00

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

**RAFAEL C. CANDARI** 12-11-23  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : 1A . 2023 . 11 - 126/2

**Approved Budget for the Contract : 396,500.31**





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



PO Number **2311127**

**Purchase Order** Date: **04 DEC 2023**

Procuring Unit	: OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD	Project Number	:OCS-23-OSD-1668
Company Name	: E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING JOINT VENTURE WITH NOBEL'S GENERAL MERCHANDISE	Mode of Procurement	:Public Bidding
Address	: Lot 12 Blk 17 Cavite St. Bonifacio Village Brgy. Pasong Tamo, Quezon City	Resolution No.	:23-PB-897
Business Type	: Sole Proprietorship Registration #3865069/2838527	TIN Number	:612-298-283-00000/ 209-477-109-000
		Contact Number	:0951-970-7133

**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 :** Fifteen (15) Calendar Days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
21	TAPE, Transparent, 48mm, 2"	roll	86	26.00	2,236.00
22	Ballpen, color black, pen tip size: 0.7mm	pc	300	10.00	3,000.00
23	Binder clip, 1 1/4 inches, 12pcs per pack, color black	pack	20	39.00	780.00
24	Cutter blade, big, 10s per tube	tube	10	106.00	1,060.00
25	Sticky note pad, 3x3 inches, 50s per pad	pad	75	39.00	2,925.00
26	Sign pen, violet	pc	20	87.00	1,740.00
27	Received dater self-inking stamp, 4mm, color gray, year 2023 onwards	pc	3	700.08	2,100.24
28	Correction tape, 5mm x 8 meters	pc	198	33.50	6,633.00
29	Masking tape, 24mmx22mm	roll	45	58.00	2,610.00
30	Tape, transparent, 24mm	roll	51	49.00	2,499.00
31	Canon ink cartridge PG-810, black	crtg	15	1,299.00	19,485.00
32	Canon ink cartridge CL-811, tri-color	crtg	11	1,728.00	19,008.00
33	BATH SOAP, 175g	piece	80	75.00	6,000.00
34	BRUSH PUSH, with Wooden Handle	piece	2	172.00	344.00
35	BROOM, soft (walis tambo), makapal	piece	5	235.00	1,175.00
36	Cable Tie, 2.5 X 200mm, black	pack	12	125.00	1,500.00
37	EXTERNAL HARD DRIVE, 4TB	unit	8	8,160.00	65,280.00
38	FABRIC CONDITIONER 240 ml	pouch	31	40.00	1,240.00
39	Flash Dive (64GB)	piece	30	619.12	18,573.60
40	FLOOR MAT, Rag, cotton cloth	piece	20	75.66	1,513.20
41	FLOURESCENT TUBE, LED, double- ended, 18 watts	piece	80	377.00	30,160.00
42	Glass wiper, bathroom kitchen living room window cleaning tool glass cleaning wiper	piece	5	446.00	2,230.00
43	Glass cleaner, Glass & Multi-Surface Cleaner 500mL, cleaning agent	bottle	8	258.00	2,064.00
44	HOSE, 20 meter Garden Hose Water Hose Heavy Duty	set	1	1,260.00	1,260.00

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

**RAFAEL C. SANDARI** 12-11-23  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 396,500.31**

**OBR : 12-2023-11-12612**



## 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 11 DEC 2023 and to expire on - 26 DEC 2023.

CONFORME:

RATHEL C. CANDARI

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE

IN THE CAPACITY OF

12-11-23

DATE

E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING

Duly authorized to sign this Purchase Order for and on behalf of JOINT VENTURE WITH NOBEL'S GENERAL MERCHANDISE  
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)