



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2311135**

Purchase Order Date: **DEC 04 2023**

Procuring Unit : QUEZON CITY UNIVERSITY	Project Number : QCU-23-OE-1568
Company Name : GESCHAFT EQUIPMENT CORPORATION	Mode of Procurement : Public Bidding
Address : 3rd Flr. 100-A Scout Dr. Lascano Street, Brgy. Laging Handa, Quezon City	Resolution No. : 23-PB-915
Business Type : Corporation Registration #CS201900727	TIN Number : 010-254-728-000
	Contact Number : 09156866024

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
1	CALLING CARD CUTTER -SSB-001 Two-way cutting layout, with self-grinding knife blade which can cut up to 350 GSM, allowing horizontal and vertical slicing, accurate-angled easy feeder, manually adjustable side margins, and paper stabilizers Power supply: AC220V / 50HZ Paper Size: 210mm x 297mm Size of Business Cards: 90mm x 50mm Adjusting the margin that 5 - 15mm Lifetime knives: 10,000 cut	unit	1	9,100.00	9,100.00
2	COMB BINDING MACHINE - FELLOWES QUASAR™+ Binding Capacity: 500, Binding Type: Plastic Comb, Color: Metallic Silver/Black, Material Type: Steel, Punching Type: Manual Punching, Capacity of 25 Sheets	unit	1	19,500.00	19,500.00
3	MULTIFUNCTION DIGITAL COPIER -FUJI XEROX APEOSPORT-IV 3065 R (Copier, Network Printer, Color Scanner) 31 copies per minute; Up to A3 Paper size; 20 User Programmable Pin Code Access; First copy time: 5.2 seconds or less; Warm up time 20 seconds maximum. At least 1,100 sheets paper capacity, (2 tray + 1 bypass); With reversing document feeder, (100 sheets paper capacity); Electronic sorting (with rotation, sort); Back-to-back copying/printing capability; Power source: 220-240V, 50/60Hz; Inclusive of pedestal table	unit	1	150,000.00	150,000.00
4	PAPER CUTTER - OFFICOM A3 metal base paper cutter • Easy adjustment for cutting desires • Used to cut card, photo paper, foil paper and others • Paper guide to ensure you get a right angled finish • With securable sliding paper size marker	unit	2	1,400.00	2,800.00

MA. JOSEFINA G. BELMONTE
 City Mayor

12/14/23
Pilar Gonzales
 Signature Over Printed Name of Supplier / Date

Funds Available:

Manangu
RUBY G. MANANGU
 City Accountant

OBR : *no. 2200-11-12747*

Approved Budget for the Contract : 303,856.80

SR



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5	VOICE RECORDER - SONY ICD-UX570F ✓ Record in MP3/LPCM with a high sensitivity S-Microphone, Up to 4GB of built-in storage, expandable via microSD (SDHC/SDXC) cards, Auto Voice Recording reduces background noise, Direct USB built in for easy connection to PC, Built-in lithium battery with three-minute quick charge for one hour of recording ✓	unit	2	8,000.00	16,000.00
6	CAMERA / VIDEO DRONE - DJI MINI 3 ✓ Capture 12MP stills in JPG or raw for easy editing Large 2.4µm 4-in-1 pixels for increased clarity in low-light scenarios Up to 4x digital zoom Up to 36 mph flight speed Works with Intelligent Flight Battery Plus (not included) for up to 51 minutes of flight time Cut out video segments to edit and download with Trimmed Download ✓ Create and share footage quickly with editing templates in the app	unit	1	60,047.00	60,047.00
7	8-IN-1 COMBO MULTIFUNCTIONAL SWING AWAY - VIVOHOME ✓ Clamshell Printing Sublimation Heat Press- Transfer Machine 360 Degree Rotation Double Heating Tube Powerful Function - 104-392°F/40-200°C temperature range; 0-999s timer range ✓ 8-in-1 Set - The complete kit helps transfers, letters, numbers and ✓ images onto t-shirts, caps, ceramic plates, ceramic tiles, mugs, coasters, mouse pads, jigsaw puzzles, letterings, and other misc. fabric ✓ ***** Nothing Follows ***** ✓	unit	1	28,500.00	28,500.00

Total Amount : 285,947.00

Total Amount In Words (Pesos): Two Hundred Eighty-Five Thousand Nine Hundred Forty-Seven Pesos and 00/100 Only ✓

MA. JOSEFINA G. BELMONTE
 City Mayor



12/14/23
Pilar Gonzales
 Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant

OBR : *M-2023-11-12747*

Approved Budget for the Contract : 303,856.80

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 14 2023 and to expire on - JAN 13 2024.

CONFORME:

Pilar Gonzalez

SIGNATURE OVER PRINTED NAME

Innovation Specialist

IN THE CAPACITY OF

12/14/23

DATE

Duly authorized to sign this Purchase Order for and on behalf of Geschapt Equipment Corporation
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)**