



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2312013**

Purchase Order Date: **DEC 13 2023**

Procuring Unit	: CITY ADMINISTRATOR'S OFFICE	Project Number	: CAO-23-OSD-1499D
Company Name	: GOLD 7 INTERNATIONAL TRADING CORPORATION	Mode of Procurement	: Public Bidding
Address	: 304 La O' Centre 1000 Arnaiz Ave., corner Makati Avenue, Brgy. San Lorenzo, Makati City	Resolution No.	: 23-PB-944
Business Type	: Corporation Registration #CS202052743	TIN Number	: 502-361-384-00000
		Contact Number	: 09673806953

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	Vellum Board 8.5x11 200gsm Blue 10Sheets/pack	packs	10	58.00	580.00
2	Vellum Board 8.5x13 200gsm Blue 10Sheets/pack	packs	10	70.00	700.00
3	Vellum Board A4 200gsm Blue 10Sheets/pack	packs	10	75.00	750.00
4	Stick On Tape Flag Pet 1 .31"X1.77" 20/s x 8 Clear Index Tab High Quality Branded	packs	400	25.00	10,000.00
5	Sticky Notes Stick Secure Recyclable 3x3 inches Color: Canary Yellow 100S/pad High Quality Branded	pad	500	90.00	45,000.00
6	Sticky Notes Stick Secure Recyclable 3x4 inches Color: Canary Yellow 100S/pad High Quality Branded	pad	500	120.00	60,000.00
7	CLIPBOARD 6002FC LONG METAL CLIP High Quality	pc	15	160.00	2,400.00
8	LC3617 INK BLACK FOR BROTHER PRINTER MFC-J2330DW	cart	15	903.00	13,545.00
9	LC3617 INK CYAN FOR BROTHER PRINTER MFC-J2330DW	cart	15	773.50	11,602.50
10	LC3617 INK MAGENTA FOR BROTHER PRINTER MFC-J2330DW	cart	15	773.50	11,602.50
11	LC3617 INK YELLOW FOR BROTHER PRINTER MFC-J2330DW	cart	15	773.50	11,602.50
12	HP 680 F6V26AA COLORED Ink Cartridge for HP Deskjet Ink Advantage 5075	cart	20	657.00	13,140.00
13	HP 680 F6V26AA BLACK Ink Cartridge for HP Deskjet Ink Advantage 5075	cart	16	657.00	10,512.00
14	Long Multicopy Paper 8 1/2 x 13 80gsm 5 reams/box Good Quality	ream	500	410.00	205,000.00
15	A4 Multicopy Paper 8.2 x 11.7 80gsm 5 reams/box Good Quality	ream	250	330.00	82,500.00
16	DATA FILE BOX Magfile Closed Horizontal Blue Legal made with cardboard Good Quality	pc	100	206.00	20,600.00
17	Long Thick Size Folder 9 1/2"x 14" brown 100pcs/pack Good Quality	packs	15	591.00	8,865.00
18	Calculator 198 x 150 x 38mm 238g Liquid Crystal Display 16 Digits 102x23mm w/ constant calculation and tax calculation dual power source solar and battery w/ Upright Angled & Adjustable Tilt Display & IT touch keyboard (PC keyboard) Branded High Quality	pc	5	1,838.00	9,190.00
19	Staple Wire No#35 26/6 Metal 5000/box Good Quality	box	50	45.00	2,250.00

MA. JOSEFINA G. BELMONTE
City Mayor

PATRICK JOHN QUERUBIN - 12/15/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : M-2023-12-1377

Approved Budget for the Contract : 848,573.40



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		Contact Number	: 09673806953

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	Custom Reserve signage "Reserve for _____" Thermal printed on premium grade outdoor vinyl rust free made with aluminum or hard plastic can be easily install/remove on glass of any meeting room door	pc	2	2,500.00	5,000.00
21	Chisel Highlighter 1.5mm x 5.5mm bright liner grip light colors/neon green, pink, yellow, orange 12/box Branded Good Quality	box	20	152.00	3,040.00
22	Tape dispenser H. Duty Big 11x11x22cm 1600g any color Good Quality	pc	20	145.00	2,900.00
23	Hole Punch Heavy Duty Good Quality any color	pc	20	313.00	6,260.00
24	Sign Pen Gel Pen Black 12/box	pc	200	29.00	5,800.00
25	Sign Pen Gel Pen Blue 12/box	pc	200	29.00	5,800.00
26	Sign Pen Gel Pen Red 12/box	pc	100	29.00	2,900.00
27	Sign Pen - Retractable Liquid Gel Roller , 1.0mm Bold Point Size, Blue Ink, Box of 12	box	4	1,235.00	4,940.00
28	Sign Pen - Blue, box of 12, S520-A Non-permanent water-based ink 2.0mm tip gives approx. a 1.0mm (broad) line width	box	4	1,888.00	7,552.00
29	Sign Pen - Blue Bold Point (1.0mm) barrel type plastic box of 12 High Quality	box	4	1,690.00	6,760.00
30	SIGN PEN V10 GRIP, 1.0MM BROAD/LARGE (12 pcs./BOX) Blue	box	15	1,105.00	16,575.00
31	SIGN PEN V10 GRIP, 1.0MM BROAD/LARGE (12 pcs./BOX) Black	box	15	1,105.00	16,575.00
32	Red Ballpen Ballpoint Stick bps Red Fine 1.0mm 12/box	box	5	405.00	2,025.00
33	Toner Cartridge BLACK for SHARP Copier MX-4051	cart	4	15,990.00	63,960.00
34	Toner Cartridge BLACK for SHARP Copier AR-6023Nv	cart	3	10,800.00	32,400.00
35	HP 85A (CE285A) Black Original LaserJet Toner Cartridge for HP LaserJet P1102w	cart	5	5,232.00	26,160.00
36	Paper Masking Tape 24 mm x 25 m high quality	rolls	250	64.00	16,000.00
37	Paper Masking Tape 48 mm x 25 m high quality	rolls	250	125.00	31,250.00
38	Packing Tape 24mm x 30m high quality	rolls	250	45.00	11,250.00

MA. JOSEFINA G. BELMONTE
City Mayor

Patrick John
PATRICK JOHN **QUEPUBIN** 12/15/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : *in 2023, 12/15/23*

Approved Budget for the Contract : 848,573.40



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PO Number **2312013**

Purchase Order Date: **DEC 13 2023**

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Sir/Madam:

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
39	Packing Tape 48mm x 50m high quality	rolls	250	68.00	17,000.00
40	GLOSSY PHOTO PAPER A4 230GSM 20S/pack High Quality	packs	40	300.00	12,000.00
41	Sticker Paper A4 White Glossy 103g 210mm x 297mm 10s/pack	packs	40	41.60	1,664.00
42	PRESSBOARD FOLDER BLUE LEGAL Good Quality	box	1	1,120.00	1,120.00
43	Pencil #2 Medium Yellow 12/Box	box	50	154.70	7,735.00
44	Paper Cutter Metal base 15' x8' (A3)	pc	2	1,948.00	3,896.00
45	Heavy-Duty Stapler #9995	pc	3	3,100.00	9,300.00
46	Heavy-Duty Staple Wire #23/13, 1/2mm	box	100	60.00	6,000.00
***** Nothing Follows *****					

Total Amount : **845,701.50**

Total Amount In Words (Pesos): Eight Hundred Forty-Five Thousand Seven Hundred One Pesos and 50/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



PATRICK JOHN QUERUBIN / 12/15/23
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 848,573.40

OBR : **M. MAN. 12. 13/23**

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 15 2023 and to expire on - DEC 30 2023.

CONFORME:

PATRICK JOHN Q. RUBIN
SIGNATURE OVER PRINTED NAME

PURCHASING MANAGER
IN THE CAPACITY OF

12/15/23
DATE

Duly authorized to sign this Purchase Order for and on behalf of GOLDY INTERNATIONAL TRADING CORP.
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)