



Procuring Unit	: QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	Project Number	: QCDTRC(TAHANAN)-23-FURNITURE-1600
Company Name	: E.N.L. TRADING	Mode of Procurement	: Public Bidding
Address	: Lot 5 Block 14 Isaiah Street, Goodwill Homes II, Brgy. Bagbag, Novaliches, Quezon City	Resolution No.	: 23-PB-949
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 :** 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	SPIRITUAL AND MORAL RECOVERY PROGRAM 120cm (W) x 60cm (D) x 120cm (H) Cubicle Laminate with Glass Front Panel: 120cm (W) x 120cm (H) Side Panel: 60cm (W) x 120cm (H) Table Top Size: 120cm x 60cm Table Top Color: White Finished Type: Fabric with Glass Glass Size: 20cm Fabric Color: Customize End Trims: Beige with center drawer	Unit	10	27,000.00	270,000.00
2	120cm (W) x 60cm (D) x 120cm (H) Reception Counter Laminate with Glass Front Panel: 120cm (W) x 110cm (H) Side Panel: 50cm (W) x 110cm (H) Table Top Size: 120cm x 50cm Counter Top Size: 120cm x 20cm Table Top and Counter Top Color: White Finished Type: Fabric with Glass Glass Size: 20cm Fabric Color: Customize End Trims: Beige with center drawer	Unit	1	25,000.00	25,000.00
3	120cm (W) x 60cm (D) x 120cm (H) Cubicle Laminate with Glass Front Panel: 120cm (W) x 120cm (H) Side Panel: 60cm (W) x 120cm (H) Table Top Size: 120cm x 60cm Table Top Color: White Finished Type: Fabric with Glass Glass Size: 20cm	Unit	1	20,000.00	20,000.00

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

*Edwin M. Lacubal*  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

OBR: *10-2023-12-13313*

Approved Budget for the Contract : 1,016,945.00



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



PO Number **2312024**

**Purchase Order** Date: **JAN 04 2024**

Procuring Unit : **QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)** Project Number : **QCDTRC(TAHANAN)-23-FURNITURE-1600**  
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 Business Type : **Sole Proprietorship Registration #5074380** TIN Number : **290-954-554-000**  
 Contact Number : **09178510611**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
4	Fabric Color: Customize End Trims: Beige with center Table, light gray top, legs and modesty powder coated steel legs, bull nose edge, MFC Top, 160cm (W) x 70cm (D) x 75cm (H)	Unit	2	10,500.00	21,000.00
5	Blinds, Combi Valence, basic fabric mechanism, Color: white, installation included, set (2nd floor)	Unit	1	45,000.00	45,000.00
6	Bench Chair, fold in Half 6ft. 1.82m	Unit	20	2,600.00	52,000.00
7	Folding Table Gray, 6ft., 76.2cm (W) x 183.5cm (L) x 73.6cm (H)	Unit	10	3,500.00	35,000.00
8	Folding Table Gray, 4ft., 60.9cm (W) x 121.9cm (L) x 73.6cm (H)	Unit	5	2,900.00	14,500.00
9	118cm x 180cm (W) x 167cm (H) with door Laminate with Glass Front Panel: 210cm (W) x 167cm (H) Side Panel: 180cm (W) x 167cm (H) Door Panel: 80cm (W) x 167cm (H) Tubular: 167 x 2 x 2 Finished Type: Fabric with Glass Glass Size: 30cm	Unit	1	40,000.00	40,000.00
10	Fabric Color: Customize End Trims: Beige no table top 208cm (W) x 180cm (W) x 167cm (H) with door, Front Panel: 208cm (W) x 167cm (H) Side Panel: 180cm (W) x 167cm (H) Door Panel: 80cm x 167cm (H) Tubular: 167 x 2 x 2 Finished Type: Fabric with Glass Glass Size: 30cm	Unit	1	50,000.00	50,000.00
11	Fabric Color: Customize End Trims: Beige no table top 350cm (W) x 258cm (H) with door and Center glass sliding,	Unit	1	90,000.00	90,000.00

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

*EMILIA N. JACOBAL* 1/7/24  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

OBR : *Jan. 2023 - 12. 13/27*

Approved Budget for the Contract : 1,016,945.00





Republic of the Philippines  
PROCUREMENT DEPARTMENT  
Quezon City Government



PO Number **2312024**

Purchase Order Date: **JAN 04 2024**

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		Contact Number	: 09178510611

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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
12	Floor to Ceiling, Panel sizes, 350cm (W) x 258cm (H) (1) Tubular: 258 x 2 x 2 Finished Type: Fabric Fabric Color: Customize End trims: Charcoal gray/beige	Unit	2	9,000.00	18,000.00
13	3-Seater Gang Chair, Size: 174cm (L) x 57cm (W) x 80cm (H) Chrome base	Unit	3	7,000.00	21,000.00
14	Cabinet Mobile Pedestal, NAM Pedestal Mobile NA-FM001	Unit	2	4,500.00	9,000.00
15	Office Table, Melamine scratch proof Size: 80cm (L) x 50cm (W) x 76cm (H) well-designed handle drawers with safety lock	Unit	14	2,590.00	36,260.00
16	Visitors Chair, Chrome plated frame, seat upholstered in fabric, Mesh airflow backrest	Unit	5	20,000.00	100,000.00
17	Cabinet Locker-15 Locker, Cabinet 15 Door Locker YDCB15	Unit	5	13,000.00	65,000.00
18	Bookshelf Open Type JF-N001/ 5-Layer Open Shelf Bookcase, 93cm (W) x 20cm (D) x 185(H)cm	Unit	5	10,500.00	52,500.00
19	Shoe Cabinet/Solid Wood Simple Shoe Cabinet, Shoe Shelf, Simple Modern Household Doorway EDUCATIONAL AND VOCATIONAL ASSISTANCE PROGRAM: ALTERNATIVE LEARNING SYSTEM Chair and Board with Book tray	Unit	25	1,300.00	32,500.00
***** Nothing Follows *****					

**Total Amount :** **996,760.00**

**Total Amount In Words (Pesos):** Nine Hundred Ninety-Six Thousand Seven Hundred Sixty Pesos and 00/100 Only

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



*EDWIN LACERBA*  
**EDWIN LACERBA** 1/17/24  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract :** 1,016,945.00

OBR : *10.0000 - 12.1327*

**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 JAN 17 2024 and to expire on - FEB 16 2024.

CONFORME

EDWIN W. LACUNA  
SIGNATURE OVER PRINTED NAME

proprietor  
IN THE CAPACITY OF

1/17/24  
DATE

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