



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2312042**

Purchase Order Date: **JAN 08 2024**

| | | | |
|----------------|---|---------------------|---------------------|
| Procuring Unit | : QUEZON CITY UNIVERSITY | Project Number | : QCU-23-OE-1105 |
| Company Name | : DEGE TRADING | Mode of Procurement | : 53.1 |
| Address | : #436 East Berkeley St. California Village, San Bartolome, Quezon City | Resolution No. | : 23-A-323 |
| Business Type | : Sole Proprietorship Registration #1176646 | TIN Number | : 408-043-452-00000 |
| | | Contact Number | : 0917-821-4319 |

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 | ADMINISTRATIVE SUPPORT SERVICES PROGRAM Paper Shredder - DenAku 23 Liters Crosscut 17 Sheets, 2 hours continuous operation, shreds paper into cross cut pieces at 1.8m/min, shreds A7 sheets of 70gsm paper or 15 sheets of 80gsm paper, simple and intuitive touch control, with anti-Jam technology, automatically stops and reverses, weight: 27.73, length: 43, width: 34.5, height: 55 | unit | 2 | 40,300.00 | 80,600.00 |
| 2 | Paper Trimmer Cutting Machine - UK Office Paper Cutter, A4 Paper Trimmer Heavy Duty, Metal Base, Photo Guillotine Craft Machine, 12 inches Cut Length, 10 Sheets Capacity | unit | 1 | 1,786.00 | 1,786.00 |
| 3 | Printing Calculator - CANON 12 digits use AC adaptor, weight: 1.7kg, length: 32.4cm, width: 22.1cm, height: 7.9cm | unit | 1 | 5,940.00 | 5,940.00 |
| 4 | Multifunction Digital Copier - KYOCERA TASKalfa 3212i General type Monochrome multifunctional for A3 format; Technology Laser Monochrome, solution platform; Engine speed Up to 32/17 pages per minute A4/A3; Resolution 1,200 x 1,200 dpi (print, at reduced speed) 600 x 600 dpi (scan/copy) Warm-up time Approx. 18 seconds or less from power on; Time to first print Approx. 4.9 seconds or less; Time to first copy Approx. 5.2 seconds; Dimensions (W x D x H) Main unit: 594mm x 696mm x 683mm; Weight Poids: 59kg.; Power Consumption Printing: 510 W, Stand-by: 100 W, Energy saving priority 1.0 W; Power source AC 220 V~240 V, 50/60 Hz ; Noise (ISO 7779) Printing/copying: 66 dB(A) LpA, Stand-by: 43 dB(A) LpA; Safety standards GS/TÜV, CE - This unit is manufactured according to ISO 9001 quality standard and ISO 14001 environmental standard; General memory Standard 2048 MB, 32 GB SSD + optional GB HDD ACADEMIC PROGRAM | unit | 1 | 153,780.00 | 153,780.00 |

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

MAMA URA J. LARUA 01-12-2024

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 100-2000-12-14418

Approved Budget for the Contract : 556,009.00



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| 5 | Air Cooler - IWATA High quality Mobile Air Conditioner Fan Silent Air Cooler Evaporative Fan Spray Fan Evaporative, Cheap Evaporator Fan Mist Fan, Easy to use, comfortable | unit | 2 | 10,230.00 | 20,460.00 |
| 6 | Digital Copier Machine - SHARP BP-20M24 20 Copies per minute speed Scan Once Print Many Warm up time: 30 seconds or less First Copy: Approx. 8.2 seconds Max. Copy/Orig. size: A3 Copying Resolution: 1,200 x 600 dpi Multiple Copies: 1-999 Magnification Zoom: 25%-400% Fast two-sided copying | unit | 1 | 145,325.00 | 145,325.00 |
| 7 | Paper Trimmer Cutting Machine - UK Office Paper Cutter, A4, Heavy Duty, Metal Base, Photo Guillotine Craft Machine, 12 inches Cut Length, 10 Sheets Capacity STUDENT SUPPORT SERVICES PROGRAM | unit | 1 | 1,786.00 | 1,786.00 |
| 8 | Multifunction Digital Copier - SHARP BP-20M31 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 to time 20 seconds maximum; at least 1,100 sheets paper capacity; (2 tray + bypass), with reserving document feeder (100 sheets paper capacity); electronic sorting (with rotation sort); back to back copying/printing capability; power source: 220V - 240V, 50/60Hz; inclusive of pedestal table with power cord, with manual | unit | 1 | 145,325.00 | 145,325.00 |
| 9 | Paper Trimmer/Cutting Machine - UK Office table top ***** Nothing Follows ***** | unit | 1 | 950.00 | 950.00 |

Total Amount : **555,952.00 -**

Total Amount In Words (Pesos): Five Hundred Fifty-Five Thousand Nine Hundred Fifty-Two Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



MAMA VERA A. GARCIA
Signature Over Printed Name of Supplier / Date

01-12-2024

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : mr. 2023-12 14418

Approved Budget for the Contract : 556,009.00

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 JAN 12 2024 and to expire on - FEB 11, 2024.

CONFORME:

MARIA WLA K. GARCIA
SIGNATURE OVER PRINTED NAME

PROMIS TRECE
IN THE CAPACITY OF

01-12-2024
DATE

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