



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



PO Number **2401078**

**Purchase Order** Date: **DEC 29 2023**

Procuring Unit	: SOCIAL SERVICES DEVELOPMENT DEPARTMENT	Project Number	:SSDD-24-FOODSTUFF-0067
Company Name	: R. QUINTOS ENTERPRISES	Mode of Procurement	:Public Bidding
Address	: #28 Margarita Bldg., Matalino St., Brgy. Central, Quezon City	Resolution No.	:24-PB-077
Business Type	: Sole Proprietorship Registration #1102800	TIN Number	:239-845-193-00000
		Contact Number	:09266814502

**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** Upon request by the end-user not to exceed December 31, 2024  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>of the performance of this contract and against all claims, demands, proceedings, damages, costs, charges and expenses whatsoever in respect of or in relation thereto.</p> <p>H) DEFAULT: In the event that the supplier has not fully complied with its promise to provide the foregoing services, in the required specifications as agreed upon, or in any manner has failed to satisfactorily perform its obligations, the same shall be barred upon proper recommendation, from future transactions with the QUEZON CITY GOVERNMENT, without prejudice to any legal action, if appropriate.</p> <p>i) VENUE OF ACTION: All disputes, claims or questions which may arise out of the Purchase Order shall be filed in the competent courts of Quezon City, at the Option of the QUEZON CITY GOVERNMENT, to the exclusion of all other courts</p>				

**Total Amount :** 7,222,146.76

**Total Amount In Words (Pesos):** Seven Million Two Hundred Twenty-Two Thousand One Hundred Forty-Six Pesos and 76/100 Only

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



*Rhea H. Quintos*  
 Rhea H. Quintos / 12-29-23  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**Approved Budget for the Contract :** 7,232,796.76

OBR: 10-2024-01-049



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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	WELFARE AND RELIEF PROGRAM				
1	Rice - 50 kilos/sack, good quality	Sack	50	2,750.00	137,500.00
2	Rice - pack of 5 kilos, good quality, with print: QC logo	Pack	3,000	332.69	998,070.00
3	Rice - pack of 10 kilos, good quality, with print: QC logo	Pack	3,000	650.50	1,951,500.00
4	Cooking Oil - Vegetable Oil, 3.785 liters/gallon, good quality	Gallon	50	515.00	25,750.00
5	Malagkit - 50 kilos/sack, good quality	Sack	20	4,944.00	98,880.00
6	Bihon - 500 grams/pack, good quality	Pack	500	59.33	29,665.00
7	Macaroni - elbow, 1 kilo/pack	Pack	6,000	142.14	852,840.00
8	Cocoa Powder - 200 grams/pack, 24 pieces/box, good quality	Box	40	3,244.50	129,780.00
9	Mackerel - 425 grams, 48's/box	Box	100	4,499.04	449,904.00
10	Sardines - 155 grams, easy open can, 100's/box	Box	300	2,719.20	815,760.00
11	Pork & Beans - 230 grams, 48's/box	Box	126	2,491.78	313,964.28
12	Corned Beef - 175 grams, 48's/box, good quality	Box	126	2,925.20	368,575.20
13	Sausage - 260 grams, 48's/box	Box	126	3,090.00	389,340.00
14	Evaporated Milk - 370 ml/can, 48's/box	Box	50	3,263.04	163,152.00
15	Flavor Seasoning Mix - 250 grams/pack, granules, good quality	Pack	50	107.14	5,357.00
16	Monggo - 25 kilos/sack	Sack	10	4,635.00	46,350.00
17	Potato - per kilo, good quality	Kilo	60	128.75	7,725.00
18	Cabbage - per kilo, good quality	Kilo	60	133.90	8,034.00
19	Squash - per kilo, good quality	Kilo	60	46.35	2,781.00
20	Upo - per kilo, good quality	Kilo	60	46.35	2,781.00
21	Sayote - per kilo, good quality	Kilo	60	56.65	3,399.00
22	Onion - per kilo, good quality	Kilo	60	195.70	11,742.00
23	Garlic - per kilo, good quality	Kilo	60	257.50	15,450.00
24	Tuyo - 1 kilo/pack, good quality	Pack	60	247.20	14,832.00
25	Daing Dried - 1 kilo/pack, good quality	Pack	60	247.20	14,832.00

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

*Rhea H. Quintos*  
 Signature Over Printed Name of Supplier / Date 12-29-23

Funds Available:

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

Approved Budget for the Contract : 7,232,796.76

OBR : 100-2024-01-0719



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 Quezon City Government



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**Purchase Order** Date: **DEC 29 2023**

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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
26	Hibe - 1 kilo/pack, good quality	Pack	20	721.00	14,420.00
27	Egg - 30's/ tray	Tray	280	247.20	69,216.00
	WELFARE AND RELIEF PROGRAM ✓				
28	Rice - pack of 5 kilos, good quality, with print: QC logo	Pack	450	332.69	149,710.50
29	Sardines - 155 grams, easy open can, 100's/box	Box	16	2,719.20	43,507.20
30	Sausage - 260 grams, 48's/box	Box	10	3,090.00	30,900.00
31	Macaroni - elbow, 1 kilo/pack	Pack	397	142.14	56,429.58

Terms & Conditions:  
 a) CONTRACT PERIOD: Not to exceed December 31, 2024;  
 b) PLACE OF DELIVERY: The Supplier will deliver the foodstuffs at Social Services Development Department, Quezon City;  
 c) SCHEDULE OF DELIVERY: The Supplier shall deliver the foodstuff upon written request of the End-User as to quantity, items and time of delivery not to exceed Dec 31, 2024  
 d) CONSIDERATION: The total consideration, as allocated by the City, shall be P7,232,796.76  
 e) TERMS OF PAYMENT: The City shall pay the supplier on a monthly basis upon presentation of the billing statement and upon complete delivery and acceptance of the goods delivered depending on the actual number of clients served.  
 F) ASSIGNMENT: Unless otherwise expressly stipulated or a prior written approval of the QUEZON CITY GOVERNMENT is secured, the Purchase Order shall not be assigned or subjected to any other party or parties.  
 g) DAMAGES: The Supplier shall indemnify the Quezon City Government against all losses and claims for injuries or damages to any person or property whatsoever which may arise in consequence

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

Rhea H. Quintos / 12-29-23  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**  
  
**RUBY G. MANANGU**  
 City Accountant

OBR :   
 Approved Budget for the Contract : 7,232,796.76

**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 0 1 2024 and to expire on - DEC 3 1 2024

CONFORME:

Rhea H. Quintos  
SIGNATURE OVER PRINTED NAME

Proprietress  
IN THE CAPACITY OF

12-29-23  
DATE

Duly authorized to sign this Purchase Order for and on behalf of R. Quintos Enterprises  
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)

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