



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2404049**

Purchase Order Date: **APR 25 2024**

Procuring Unit	: OFFICE OF THE SECRETARY TO THE SANGGUNIANG PANLUNGSOD	Project Number	: OCS-24-FURNITURE-0412
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Public Bidding
Address	: 21C Matiyaga St., Barangay Central, Quezon City	Resolution No.	: 24-PB-228
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-000
		Contact Number	: 936-4514

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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	BOOKSHELF - open type, 5-layer, color gray, dimensions (WxDxH): 93x20x185cm, weight: 32kgs	UNIT	2	10,200.00	20,400.00
2	CABINET - filing, lateral 2 drawers, materials: all metal construction, steel ball bearing, gauge - 0.9mm or gauge 20, dimensions (WxDxH): W90x45x74cm, accessories: file divider, central locking system, finish: light gray	UNIT	1	9,600.00	9,600.00
3	CABINET - 4-layer steel filing cabinet, vertical, materials: all metal construction, accessories: file divider, flush handle, central locking system, black handle, finish: light gray	UNIT	6	8,160.00	48,960.00
4	CHAIR - clerical, with armrest, midback mesh-type office chair with padded fabric seat, fixed armrests, pneumatic gaslift, chrome plated steel legs, nylon caster wheels, color: black fabric/ black mesh, weight capacity (kgs): 100kg	UNIT	53	3,420.00	181,260.00
5	CHAIR - jr. executive, midback, black frame/black mesh/black seat, features: durable fiber mesh backing, adjustable lumbar support, height-adjustable armrests, synchronized recline/ tilt, recline/ tilt lock for upright position, adjustable seat height, optional upgrade: height adjustable headrest, optional upgrade: mechanism for seat slider and 3 lockable positions for recline, optional upgrade: aluminum base, optional upgrade: color options, 100-115kg (220-250lbs) weight capacity	UNIT	8	5,760.00	46,080.00
6	CHAIR - visitors chair with armrest, midback padded fabric office chairs – ergonomically designed office chairs with perforated PVC backrests and padded fabric seats, with armrests, chrome plated steel bruer legs, customizable fabric colors, 2 color red	UNIT	2	2,400.00	4,800.00
7	CHAIR - visitors chair with armrest, midback, mesh backrest, padded leatherette upholstered seat, padded leatherette upholstered armrests, with chrome-plated steel legs, color black	UNIT	2	3,000.00	6,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

Proen G. Belmonte 5/6/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : 10-2024-04-3024

Approved Budget for the Contract : 849,686.60



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Address	: 21C Matiyaga St., Barangay Central, Quezon City	Resolution No.	:24-PB-228
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	:179-876-721-000
		Contact Number	:936-4514

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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
8	CHAIR - executive, high back office chair, white frame, color azure blue mesh and azure blue seat and headrest, features: height adjustable headrest, durable fiber mesh backing, adjustable lumbar support, height-adjustable armrests, synchronized recline/ tilt, recline/tilt lock for upright position, adjustable seat height, optional upgrade: mechanism for seat slider and 3 lockable positions for recline, optional upgrade: aluminum base, optional upgrade: color options, 100-115kg (220-250lbs) weight capacity	UNIT	4	6,600.00	26,400.00
9	CABINET WITH SAFETY BOX - vertical, 4 drawers, vertical filing cabinet, anti-tilt lock mechanism/KD, with steel handle lock, compatible with A4, FC, letter, and legal size files, color: gray, thickness: 0.5-1.0mm, finish: electrostatic powder coating, material: heavy gauge cold-rolled steel plate, pre-treatment: water wash, chemical wash, phosphating, dimensions (WxDxH): 46x62x134cm, weight: 39kgs	UNIT	1	15,600.00	15,600.00
10	DOUBLE SIDED TABLE WITH STEEL BASE - material laminated wood steel, dimension: 160x100x75cm	UNIT	1	19,800.00	19,800.00
11	EXECUTIVE TABLE - Table top: 41mm 2sides melamine/ pedestal cabinet, top: 25mm/ side support, modesty panel: 16mm 2 sides melamine/ edging: top-2mm/others-0.5mm/aluminum wire cap, 2990x1666x755 (LxWxH)	UNIT	1	30,000.00	30,000.00
12	MOBILE STORAGE CABINET – 3-layers, dimensions (WxDxH): 40x56.5x65.5, color: powdered coated metal	UNIT	30	2,280.00	68,400.00
13	MULTIPURPOSE TABLE - foldable training table, folding tables-laminated top on foldable steel legs with secondary shelf-layer for filing, color: table top: light gray, table frame: beige legs, material used: table top-laminated wood/ table frame-steel, dimension (WxDxH): 1800x600x750mm	UNIT	5	7,800.00	39,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

[Signature] 5/6/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

[Signature]
RUBY G. MANANGU
City Accountant

OBR : 10 - 2024 - 04 - 3924

Approved Budget for the Contract : 849,686.60



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Sir/Madam:

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Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
14	FREESTANDING OFFICE DESK - 25mm, laminated post formed (rounded edge) table top light grey color on light grey powder coated steel legs and damper heavy duty and light weight	UNIT	1	6,050.00	6,050.00
15	STEEL LAYERED RACK - 4-layered storage measuring L76cm W32.5cm x H33cm each, whole item measures L76cm x W32.5cm x H150cm, Heavy duty steel material, weatherproof	UNIT	5	4,200.00	21,000.00
16	OFFICE DESK - for clerical work, heavy duty table, laminated woodgrain table top on powder coated, white steel legs with gliders-modern design, table size: 100 x 50 x 75cm (WxDxH)	UNIT	1	6,050.00	6,050.00

Total Amount : 549,400.00

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

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 2024-04-3924

Approved Budget for the Contract : 849,686.60

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 MAY 06 2024 and to expire on - JUN 05 2024

CONFORME:

Ryan Guillermo

SIGNATURE OVER PRINTED NAME

Bocharia Representative 5/6/2024

IN THE CAPACITY OF

DATE

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

Abelen Ent.

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)