



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



PO Number **2405065**

**Purchase Order** Date: **MAY 31 2024**

Procuring Unit	: DEPARTMENT OF PUBLIC ORDER AND SAFETY	Project Number	: DPOS-24-OE-0674
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Public Bidding
Address	: 21C Matiyaga St., Barangay Central, Quezon City	Resolution No.	: 24-PB-266
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-00000
		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
	Screen/viewfinder – articulated LCD fully articulated, screen size: 3 inches, screen dots 1,040,000, touch screen, screen type TFT LCD, viewfinder coverage 100%, viewfinder resolution 2,360,00, Photography features – minimum shutter speed 30 seconds, minimum shutter speed 1/4000 seconds, flash range 5.00m (at ISO 100), self-timer yes (2 or 10 seconds, custom) Storage – SD/SDHC/SDXC slot (UHS-I compatible) Connectivity – USB 2.0 (480Mbit/sec), HDMI yes (micro-HDMI), microphone port, wireless built-in remote control (via smartphone)				
7	USB/Flash Drive, 128GB	piece	7	750.00	5,250.00
8	Memory Card SD, 64GB capacity - SANDISK	piece	7	600.00	4,200.00
9	Wireless Keyboard and Optical Mouse (Combo) - A4TECH - compatible with Windows-based PCs, 2.4 GHz wireless technology, hot keys	piece	5	3,000.00	15,000.00
10	Pen Laser Pointer - GREEN LASER POINTER - 2-in-1 532nm 50mw, Laser pen	piece	6	1,100.00	6,600.00

**Total Amount :** **595,045.00**

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

 <b>MA. JOSEFINA G. BELMONTE</b> City Mayor		 Signature Over Printed Name of Supplier / Date <b>6/20/2024</b>
<b>Funds Available:</b>  <b>RUBY G. MANANGU</b> City Accountant	<b>Approved Budget for the Contract :</b> 640,031.77	<b>OBR :</b> /10-2024-OT-TC23



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



PO Number **2405065**

**Purchase Order** Date: **MAY 31 2024**

Procuring Unit	: DEPARTMENT OF PUBLIC ORDER AND SAFETY	Project Number	: DPOS-24-OE-0674
Company Name	: ALELEN ENTERPRISE	Mode of Procurement	: Public Bidding
Address	: 21C Matiyaga St., Barangay Central, Quezon City	Resolution No.	: 24-PB-266
Business Type	: Sole Proprietorship Registration #1387714	TIN Number	: 179-876-721-00000
		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	Digital Duplicator Machine - BLUE BPS-350 130 ppm High-speed printing, Printing resolution: 300 dpi x 600 dpi; Maximum Scanning Area: 297mm x 432mm; Maximum Printing Area: 210mm x 357mm; Paper Supply Capacity: approx. 1,000 sheets, 64gsm to 80gsm; Maximum stacking height: 110mm; User Interface: LCD panel; Inclusions: with pedestal, starter consumables, service warranty and maintenance	unit	1	249,450.00	249,450.00
2	Biometrics System - ZKTECO MB560-VL Wall / desk mountable multi - biometric system with face recognition and ID card access; Display: 2.8-inch TFT Screen; Face Capacity: 3,000; Fingerprint Capacity: 3,000; Card Capacity: 10,000; Communication: TCP/IP, Wi-Fi, USB Host Power Supply: 12V 1.5A; Verification speed: ≤1s; Hardware: 900MHz, Dual Core CPU; Memory: 512MB RAM / 8G ROM; With installation and orientation	unit	3	50,220.00	150,660.00
3	Paper Trimmer / Cutting Machine - OFFICOM Heavy duty ream cutter A3 Size 400 sheets of 80gsm, 17 inches Cutting width	unit	2	7,318.75	14,637.50
4	Paper Shredder Machine - DELI E9952 Shred capacity 10 sheets, shred size: 4 x 25mm; continuous run time: 10 min, Bin capacity: 23L	unit	2	9,498.75	18,997.50
5	Wire Binding Machine - OFFICOM Maximum 25 sheets (80gsm paper) Maximum Binding Capacity: 140 sheets (80gsm Paper); Number of holes: 40 holes	unit	2	10,125.00	20,250.00
6	DSLR Camera - CANON EOS M50 sensor - max resolution - 6,000 x 4,000, pixels - 24 megapixels, sensor type CMOS Image - ISO Auto, white balance presets Optics & Focus - autofocus, face detection, number of focus points 143, focal length multiplier 1.6x	unit	2	55,000.00	110,000.00

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

*Ryan Guillermo* 6/20/2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

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

**Approved Budget for the Contract :** 640,031.77

**OBR :** /no. 2024-05-TG23



## 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 JUN 20 2024 and to expire on - JUL 20 2024.

CONFORME:

Ryan Guillermo

SIGNATURE OVER PRINTED NAME

Anthony Representative

IN THE CAPACITY OF

6/20/2024

DATE

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

Alolan 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)