



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



PO Number **2405122**

**Purchase Order** Date: JUN 18 2024

Procuring Unit : OFFICE OF THE CITY MAYOR - POPS PLAN	Project Number : OCM(POPS)-24-CS1-0699
Company Name : JEST TRADING	Mode of Procurement : Public Bidding
Address : 50-C Cenacle Drive, Brgy. Culiat, Quezon City	Resolution No. : 24-PB-376
Business Type : Sole Proprietorship Registration #3228564	TIN Number : 424-695-326-00000
	Contact Number : 09175931203

**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 CGSO  
**Delivery Schedule :** Upon request by the end-user until December 31, 2024  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	notepad, 45gsm., 200 pieces  Training 2: Governance and Management of Cooperative (8 hours) Hotel/Function Room for 1 day (with complete food, chairs, tables and set-up services) AM Snacks Chicken arroz caldo with bread, healthy juice drink 240ml Lunch cream of mushroom, roasted chicken, salmon steak, steamed rice, healthy juice drink 240ml PM Snacks Clubhouse sandwich, healthy juice drink 240ml activity banner, 7ft. x 5ft., 10oz. with print				

**Total Amount : 1,411,450.00**

Total Amount In Words (Pesos): One Million Four Hundred Eleven Thousand Four Hundred Fifty Pesos and 00/100 Only

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



*Angel Jay O. Cajonon* / 6/19/2024  
 Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
 City Accountant

OBR: No. 2024-06. 03542

Approved Budget for the Contract : 1,500,000.00



Procuring Unit : OFFICE OF THE CITY MAYOR - POPS PLAN	Project Number : OCM(POPS)-24-CS1-0699
Company Name : JEST TRADING	Mode of Procurement : Public Bidding
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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	ESTABLISHMENT OF COOPERATIVES FOR TODAs  ACTIVITY 1 - (10 meeting x 60 pax) Consultation with Target Organization AM or PM Snacks tuna sandwich, healthy juice drink 240ml pull up tarp/banner, 33 inches x 78 inches, 8oz (1 piece)  ACTIVITY 2 - (8 PRS x 15 pax) Pre-Registration Seminar (PRS) to Target Organizations AM or PM Snacks Spaghetti with toasted bread, healthy juice drink 240ml Lunch Crispy garlic bangus and sotanghon soup on side, steamed rice, healthy juice drink 240ml  ACTIVITY 3 - (120 pax) Online Registration Session of Organizations as Cooperative AM Snacks ensaymada, healthy juice drink 240ml Lunch Sesame chicken with mixed fruit slices on side, steamed rice, healthy juice drink 240ml  ACTIVITY 4 - (200 pax) Post Registration Meeting (PRM) with Cooperative Officers	Lot	1	1,411,450.00	1,411,450.00

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

*Angelo Jay D. Cajucom* 6/19/2024  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR : 100-2024-04-03842

Approved Budget for the Contract : 1,500,000.00



Republic of the Philippines  
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	AM Snacks ensaymada, healthy juice drink 240ml Lunch Sesame chicken with mixed fruit slices on side, steamed rice, healthy juice drink 240ml ACTIVITY 5 - (275 pax) General Assembly Meeting and Election of Officers of Each Newly-Registered Cooperatives AM Snacks Clubhouse sandwich, healthy juice drink 240ml Lunch Sweet and sour fish and cookies on side, steamed rice, healthy juice drink 240ml PM Snacks Clubhouse sandwich, healthy juice drink 240ml Tarp/banner, 7ft. x 5ft., 10oz. (2 pieces) ACTIVITY 6 - (250 pax) Turnover of Certificate of Registration. Oath taking of Officers. Awarding of Coop Livelihood Starter Kits Hotel/Function Room for 1 day (with complete food, chairs, tables and set-up services) AM Snacks Clubhouse sandwich, healthy juice drink 240ml Lunch				

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

*Angelo Jay O. Cajiao* / 6/19/2024  
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**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR: No. 2024 of 0542

Approved Budget for the Contract : 1,500,000.00



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



PO Number **2405122**

**Purchase Order** Date: JUN 18 2024

Procuring Unit : OFFICE OF THE CITY MAYOR - POPS PLAN	Project Number : OCM(POPS)-24-CS1-0699
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Roasted chicken, beef with broccoli, steamed rice, fresh fruits, healthy juice drink 240ml - PM Snacks - Baked macaroni with bread, healthy juice dink 240ml activity banner, 7ft. x 5ft., 10oz. with print -  Awarding of Livelihood Starter Kits to Organized Cooperatives - PICKLING: (VEGETABLES AND FISH) [5 set] - for 5 Cooperative Groups. INCLUSIONS PER SET: 1 pack - Iodized Salt, refined, 1 kilogram 1 pack - rock salt, 1 kilogram 1 pack - white sugar, refined, 1 kilogram 1 pack - cinnamon powder, 20 grams 1 pack - white pepper, 60 grams 2 packs - black pepper, whole, 50 grams 1 bottle/pouch - white vinegar, 1 liter 1 pouch - coconut cooking oil, 1 liter 4 packs - paprika powder, 20 grams - EQUIPMENT/TOOLS - 1 unit - Food digital weighing scale (.01g - 3-5 kg capacity), rechargeable. 1 unit - High Borosilicate glass measuring cup with handle, food grade, high-temperature resistance, metric measurement visible, 500 ml cap. 2 pieces - Thick mixing bowl cylinder, premium stainless, mirror surface polished, scratch and rust resistant, contains capacity -				

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

Angelo Jay O. Cajutan / 6/19/2024  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR : No. 2024-02. 0542

Approved Budget for the Contract : 1,500,000.00



Procuring Unit : OFFICE OF THE CITY MAYOR - POPS PLAN	Project Number :OCM(POPS)-24-CS1-0699
Company Name : JEST TRADING	Mode of Procurement :Public Bidding
Address : 50-C Cenacle Drive, Brgy. Culiat, Quezon City	Resolution No. :24-PB-376
Business Type : Sole Proprietorship Registration #3228564	TIN Number :424-695-328-00000
	Contact Number :09175931203

**Sir/Madam:**  
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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	indicator, high quality, extremely durable, 24 cm 1 set - Measuring cup and spoon set, 11 in 1 (tsp.: 1/8, 1/4, 1/2 & 1; Tbsp.: 1/2 & 1; cup: 1/8, 1/4, 1/3, 1/2 & 1) 1 piece - stainless steel canning jar clamp lifter with anti-slip, rubber grip handle, stainless steel and vinyl-coated material, comfort-grip handles, durable and sturdy, and smooth hinge, anti-slip, heat resistant 1 piece - Kitchen spoon ladle, 1/2 cup capacity, 10inches long 2 pieces - Utility Tray, flat, 32inches x 23inches 1 piece - double layer washing basin draining basket 1 piece - Hot Air Gun with heat control/adjustment for heat shrinkable plastic film - 1 piece - stainless kitchen tong with silicone tipped, non-stick, heat resistant - 450°F, plus built-in locking O-ring, length: 11inches 1 piece - Heavy Duty Pressure Cooker, 10 Quarts 1 piece - Silicone spatula, silicone handle heat resistant (450°F), food grade, approximately 11inches - 1 piece - Customized Apron with COOP logo (Width - 7 inches, Length - 3.5inches), with pockets & 2 metal hardware/buckles to adjust neck string, fabric. Size: Width 20inches x Length 30inches, Color: Navy Blue - 1 piece - Hair net, 100% pure Katrina fabric and net, double stitch, adjustable, washable, and durable PACKAGING - 1 box - Glass Jar with Tin Cap, Straight jar with Cap Seal (8 oz. capacity), 24pieces/box -				

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

**Angelo Jay D. Cajunan** | 6/19/2024  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

**Approved Budget for the Contract : 1,500,000.00**

OBR : NO. 2024-02. UJSEP

45.8.24



Procuring Unit : OFFICE OF THE CITY MAYOR - POPS PLAN	Project Number :OCM(POPS)-24-CS1-0699
Company Name : JEST TRADING	Mode of Procurement :Public Bidding
Address : 50-C Cenacle Drive, Brgy. Cullat, Quezon City	Resolution No. :24-PB-376
Business Type : Sole Proprietorship Registration #3228564	TIN Number :424-695-326-00000
	Contact Number :09175931203

Sir/Madam:

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Delivery Schedule : Upon request by the end-user until December 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	1 box - Glass Jar with Tin Cap, Straight jar with Cap Seal (4 oz. capacity), 24pieces/box 1 set – Plastic stackable storage container with lid cover and lock, and wheels, 36 Liter capacity. ✓ DIMSUM DELIGHTS (5 set) (Siomai Varieties, Chinese Quekiam) for 5 COOPERATIVE GROUP INCLUSIONS PER SET: ✓ 1 pack - Shrimp powder, 100 grams 1 pack - Iodized salt, refined, 1 kilogram 1 pack - Curing salt, 500 grams 2 packs - Phosphate, 250 grams 1 pack - TVP (Textured Vegetable Protein), granules, 500 grams 2 packs - Qualicel, 500 grams 2 packs – Versagel, 500 grams 2 packs - Carrageenan, 100 grams 1 pack - All-purpose flour, Class A, 1 kilogram 1 pack - Sugar, white, refined, 1 kilogram 1 pack - Black pepper, refined, 50 grams 1 pack - Garlic powder, 50 grams 2 packs - Non-dairy creamer, seasoning, 100 grams 1 pack - Monosodium Glutamate, 100 grams 1 bottle - Sesame oil, 210 milliliter 2 packs - BF Blend. 100 grams 1 pack – Soy sauce, 200 milliliter 1 bottle - Meaty ginisa, 200 milliliter ✓				

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

*Angelo Jay O. Cajucan* / 6/19/2024  
 Signature Over/Printed Name of Supplier / Date

Funds Available:

OBR: *no. exan. 06. 03302*

**RUBY G. MANANGU**  
 City Accountant

Approved Budget for the Contract : 1,500,000.00



Procuring Unit : OFFICE OF THE CITY MAYOR - POPS PLAN	Project Number : OCM(POPS)-24-CS1-0699
Company Name : JEST TRADING	Mode of Procurement : Public Bidding
Address : 50-C Cenacle Drive, Brgy. Culiati, Quezon City	Resolution No. : 24-PB-376
Business Type : Sole Proprietorship Registration #3228564	TIN Number : 424-695-326-00000
	Contact Number : 09175931203

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	PACKAGING MATERIALS 2 packs - Vacuum Food Sealer Bag, for 500 g meat, 5 x 8 inches, 65 microns, clear, 100 pieces/pack 1 pack - (PE) Polyethylene bag, thickness: 003, size: 8 x 12 inches, 100 pieces/pack TOOLS AND EQUIPMENT 1 unit - High Borosilicate glass measuring cup with handle, food grade, high-temperature resistance, metric measurement visible, 500 ml cap. 1 set - Measuring cup and spoon set, colored (Not White), 11 in 1 (tsp.: 1/8, 1/4, 1/2 & 1; Tbsp.: 1/2 & 1; cup: 1/8, 1/4, 1/3, 1/2 & 1) 1 piece - Kitchen mixing wooden spoon ladle, 10 inches long 1 unit - Silica gel, Silicone spatula, high temp. heat resistant (450°F), food grade - BPA Free, approximately 11 inches long 1 pair - stainless kitchen tong with silicone tipped, non-stick, heat resistant - 450°F, plus built-in locking O-ring, length: 11 inches 1 unit - Food digital weighing scale (.01g - 3-5 kg capacity), rechargeable. 2 units - Thick mixing bowl cylinder, premium stainless, mirror surface polished, scratch and rust resistant, contains capacity indicator, high quality, extremely durable, 24 cm 1 unit - Vacuum food sealer machine, dry and wet seal pack. Vacuum degree: Maximum 430mmHg, Electric. Frequency: 50HZ/60Hz 1 unit - Stovetop round siomai/siopao steamer, dual flip cover, thick, heavy-duty, stainless. 14 inches, 3 layer				

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

**Angelo Jay O. Cajunon** / 6/19/2024  
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**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR : NO. 2024-06-05842

Approved Budget for the Contract : 1,500,000.00



Procuring Unit : OFFICE OF THE CITY MAYOR - POPS PLAN	Project Number : OCM(POPS)-24-CS1-0699
Company Name : JEST TRADING	Mode of Procurement : Public Bidding
Address : 50-C Cenacle Drive, Brgy. Cullat, Quezon City	Resolution No. : 24-PB-376
Business Type : Sole Proprietorship Registration #3228564	TIN Number : 424-695-326-00000
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**Delivery Schedule :** Upon request by the end-user until December 31, 2024  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	1 piece - Customized Apron with COOP logo (Width - 7 inches, Length - 3.5inches), with pockets & 2 metal hardware/buckles to adjust neck string, fabric. Size: Width 20inches x Length 30inches, Color: Navy Blue 1 box - Food grade vinyl/nitrile gloves, strong and durable, Latex-free, FDA compliant, powder-free. Color: Blend White, size: Large, 100 pieces/box 1 piece - Hair net, 100% pure Katrina fabric and net, double stitch, adjustable, washable, and durable 1 set - Plastic stackable storage container with lid cover and lock, and wheels, transparent, 40 Liter capacity. 1 piece - Sticker label for stackable storage container (for storage box and steamer box), 8 x 13inches ✓  ACTIVITY 7 - (200 pax) ✓ Mandatory Training for Officers of Newly Established Cooperatives Training 1: Fundamentals of Cooperatives (8 hours) Hotel/Function Room for 1 day (with complete food, chairs, tables and set-up services) ✓ AM Snacks ✓ Clubhouse sandwich, healthy juice drink 240ml - Lunch Sweet and sour fish and cookies on side, steamed rice, healthy juice drink 240ml - PM Snacks ✓ Clubhouse sandwich, healthy juice drink 240ml - activity banner, 7ft. x 5 ft., 10oz. with print ✓				

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

*Angel Jay O. Cajunon* / 6/19/2024  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR : *NU. 2024-06 05542*

Approved Budget for the Contract : 1,500,000.00

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**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 19 2024 and to expire on -

DEC 31 2024

CONFORME:

Argele Jay O. Cajucan

SIGNATURE OVER PRINTED NAME

Proprietor

IN THE CAPACITY OF

6/19/2024

DATE

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

JEST 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)