



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405141**

Purchase Order Date: **MAY 30 2024**

Procuring Unit	: HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number	: HRMD-24-CS1-0524B
Company Name	: IJM ENTERPRISES AND SERVICES INC.	Mode of Procurement	: Public Bidding
Address	: 39 Peso St., Phase 8 North Fairview, Quezon City	Resolution No.	: 24-PB-378
Business Type	: Corporation Registration #CS201011617	TIN Number	: 007-826-193-00000
		Contact Number	: 0908-8110-807

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 until December 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Folder, Tagboard, white, long size 2400 Piece Folder, Tagboard, brown, long size 2200 Piece Folder Divider, Long, 5 tabs, plastic, assorted color 40 Piece Kitchen Towel, interfolded, 3 packs x 1 ply x 120 pulls Size: 28 cm x 20 cm 50 Set Laminating Film, 100 pieces, 222 x 337 mm (Legal), 250 Microns 10 Box Marker, permanent, black, box of 12, broad, scab 10 Box Marker, permanent, blue, broad, sca-B120 Piece Marker, whiteboard, chisel type, color: black, 12 pieces/box 5 Box Marker, whiteboard, chisel type, color: blue, 12 pieces/box 5 Box Marker, whiteboard, chisel type, color: red, 12 pieces/box 3 Box Manila Paper, 36x48 inches, 2 sheets 50 Pack Paper, copy, A4 size, 80gsm, 500 pages/ream 100 Ream Paper, copy, Long size, 80gsm, 500 pages/ream 100 Ream Paper Cups, Plain white, 6.5oz x 50 pieces 50 Pack Pencil, with Eraser. Size: XL, No. 2, 12 pieces / box 5 Box Stirrer, Wooden, 100 pieces per pack 30 Pack Roll-up Banner with stand, Durable and Lightweight, 3.25 width x 6.5ft height, print included 3 Set Tape, Adhesive, 12mm x 45m 50 Roll Tape, Adhesive, 24mm x 45m 50 Roll Tape, Duct, heavy duty, 48mm x 8m 50 Roll Tape, Masking, heavy duty, 24mm x 20 yards 50 Roll				

Total Amount : 1,732,267.00

Total Amount In Words (Pesos): One Million Seven Hundred Thirty-Two Thousand Two Hundred Sixty-Seven Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Maria Lourdes Leonor B. Hollers 5/30/24
Signature Over Printed Name of Supplier / Date

Funds Available:

Ruby G. Manangu
RUBY G. MANANGU
City Accountant

OBR : 60-2024-05-5800

Approved Budget for the Contract : 1,732,267.50



Republic of the Philippines
PROCUREMENT DEPARTMENT
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PO Number **2405141**

Purchase Order Date: **MAY 30 2024**

Procuring Unit : **HUMAN RESOURCE MANAGEMENT DEPARTMENT** ✓
Company Name : **IJM ENTERPRISES AND SERVICES INC.** ✓
Address : **39 Peso St., Phase 8 North Fairview, Quezon City** ✓
Business Type : **Corporation Registration #CS201011617** ✓
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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>FOOD AND DRINKS</p> <p>A.M. Snack/P.M. Snack (Good for 5,000 pax) Choices of Pasta or sandwich or burger, side dish (scalloped potatoes, Glazed carrots, Macaroni salad, Coleslaw, French fries, Hash brown, Macaroni soup, Pumpkin soup, Mushroom Soup, Crab and Corn soup, chicken soup, Dinner rolls/bread Garlic bread, Toasted bread/butter, Green salad, Baked beans, Assorted fruits, Seasonal fresh fruit, Mashed potatoes, Potato salad, Sauteed Mushrooms, Cucumbers with dill, Fruit salad), and drink (water/unsweetened coffee/fresh fruit juices)</p> <p>Lunch (Good for 2,500 pax) Choices of Beef or pork or chicken or fish dish, vegetable dish (Sauteed pechay, Tokwa with pechay, sauteed French beans, Cauliflower, Broccoli with beef, sauteed coleslaw, Roasted Asparagus, Baked beans, Corn and carrots, Roasted cauliflower, Sauteed mixed vegetable, Steamed Broccoli with mushroom, Ginataang Sitaw at kalabasa, sauteed Togue), steamed rice, dessert (Apple Pie, Brownies, Muffin, Assorted Cake slices, Cupcake (Chocolate/Vanilla), Muffin, Banana bread, Pudding, Chocolate chip Cookies, cheese cake, Waffle, Egg pie, Tarts, Chocolate Mousse, Pecan Pie), and drink (water/unsweetened coffee/fresh fruit juices)</p> <p>TRAINING MATERIALS Battery, AA, heavy duty 4 pieces/pack 50 Pack Certificate Holder, 8.5inches x 11inches, Color: Black/Blue 200 Piece Creamer, 5 grams, 24 pieces/pack 100 Pack</p>	lot	1	1,732,267.00	1,732,267.00

MA. JOSEFINA G. BELMONTE
City Mayor

Manila
Signature Over Printed Name of Supplier / Date
5/30/24

Funds Available:

Ruby
RUBY G. MANANGU
City Accountant

OBR : /10. 2024 . 05 . 1840

Approved Budget for the Contract : 1,732,267.50

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 30 2024 and to expire on - DEC 31 2024

CONFORME:

Maria Lourdes B. Bellen
SIGNATURE OVER PRINTED NAME

Corporate Secretary
IN THE CAPACITY OF

5/30/24
DATE

Duly authorized to sign this Purchase Order for and on behalf of WM Enterprises and Services Inc.
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)