



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



PO Number **2405166**

**Purchase Order** Date: **JUN 13 2024**

Procuring Unit	: QUEZON CITY ANTI-DRUG ABUSE ADVISORY COUNCIL	Project Number	: QCADAAC-24-OSD-0759B
Company Name	: DEGE TRADING	Mode of Procurement	: Public Bidding
Address	: #436 East Berkeley St. California Village, San Bartolome, Quezon City	Resolution No.	: 24-PB-426
Business Type	: Sole Proprietorship Registration #1176646	TIN Number	: 408-043-452-000
		Contact Number	: 09053689242

**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
24	Cleaner, Toilet & Urinal, Antibacterial, 500ml/Bottle	Btl	25	150.72	3,768.00
25	Detergent Powder, all-purpose, 1kg/pouch	Pouch	35	127.20	4,452.00
26	Disinfectant Spray, Aerosol Type, 400g	Can	25	427.70	10,692.50
27	Rags, all cotton, 1 kilo/bundle	Bundle	41	128.25	5,258.25
28	Toilet Tissue Paper, 2 ply, 100% recycled, 400 sheets, 12 rolls/pack	Pack	135	157.00	21,195.00
29	Trash bag, Clear, XXL, 10 bags/pack	Pack	150	135.00	20,250.00
30	Mop handle, heavy duty, screw type, 140cm, fits all heads, with side lock	Pc	10	351.00	3,510.00
31	Mop head, made of rayon, 500g, white	Pc	40	135.00	5,400.00
32	Dust pan, non-rigid, plastic, any color	Pc	10	71.50	715.00

**Total Amount :** **279,775.10**

**Total Amount In Words (Pesos):** Two Hundred Seventy-Nine Thousand Seven Hundred Seventy-Five Pesos and 10/100 Only

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor		<b>MAMA WDA A. Garcia</b> 06-14-2024 Signature Over Printed Name of Supplier / Date
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<b>Funds Available:</b>  <b>RUBY G. MANANGU</b> City Accountant	<b>OBR :</b> 100-2024-06-1927  <b>Approved Budget for the Contract :</b> 296,152.22
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	CARTOLINA, assorted colors, 10 pcs/pack	Pack	4	208.00	832.00
2	CORRECTION TAPE, 5mm x 4.5m	Pc	50	21.00	1,050.00
3	GLUE, all purpose, white, safe, washable & nontoxic, 40g	Pc	80	40.50	3,240.00
4	MARKER, fluorescent, 3 pcs/set, assorted colors, packed in transparent case	Pc	20	148.50	2,970.00
5	MARKER, permanent, black, felt tip, bullet type	Pc	25	56.70	1,417.50
6	MARKER, whiteboard, felt tip, bullet type, black	Pc	50	32.40	1,620.00
7	NOTEPAD, stick on 3" x 3", 100's/pad, assorted colors	Pad	230	45.00	10,350.00
8	PAPER, Multicopy, 80gsm, Legal, white, 500 pcs/ream	Ream	145	384.75	55,788.75
9	PENCIL, lead with eraser, 12 pcs/box	Box	15	117.00	1,755.00
10	RUBBER BAND, No 18, assorted colors, 50g/box	Box	50	60.00	3,000.00
11	SIGN PEN, black, 0.7mm	Pc	35	56.70	1,984.50
12	STAMP PAD, felt, blue	Pc	10	174.15	1,741.50
13	STAMP PAD INK, purple/violet, 30ml/bottle	Btl	10	85.80	858.00
14	TAPE DISPENSER, table top, for 24mm width tape	Unit	10	148.00	1,480.00
15	TAPE, masking, 24mm, 40m/roll	Roll	50	56.70	2,835.00
16	TAPE, masking, 48mm, 22m/roll	Roll	50	114.00	5,700.00
17	TAPE, packaging, 48mm, 40m/roll	Roll	10	80.00	800.00
18	TAPE, transparent, 24mm, 50m/roll	Roll	8	112.30	898.40
19	TAPE, transparent, 48mm, 30m/roll	Roll	25	42.90	1,072.50
20	CERTIFICATE HOLDER, for letter sizes certificates (8.5 x 11) navy blue colors	Pc	200	60.75	12,150.00
21	INK for Brother-DCP-T420W, Assorted colors: Black (10); Cyan (19); Magenta (19); Yellow (20)	Btl	68	526.00	35,768.00
22	Air freshener, Aerosol Type, 320ml/can	Can	26	306.00	7,956.00
23	Alcohol, Ethyl, 68-72%, 1 gallon, 3.2 liters/Gal	Gal	96	513.20	49,267.20

MA. JOSEFINA G. BELMONTE  
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

Approved Budget for the Contract : 296,152.22

OBR : 10.2024.02.T927



## 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 14 2024 and to expire on - JUL 14 2024.

CONFORME:

MAMA URA GARCIA  
SIGNATURE OVER PRINTED NAME

PEOPLE TRUCK  
IN THE CAPACITY OF

06-14-2024  
DATE

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