



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405030**

Purchase Order Date: **MAY 20 2024**

Procuring Unit	: HUMAN RESOURCE MANAGEMENT DEPARTMENT	Project Number	: HRMD-24-OE-0399
Company Name	: E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING	Mode of Procurement	: Public Bidding
Address	: Lot 12 Blk 17 Cavite St., Bonifacio Village Brgy. Pasong Tamo Quezon City	Resolution No.	: 24-PB-324
Business Type	: Sole Proprietorship Registration #3865069	TIN Number	: 612-298-283-00000
		Contact Number	: 09178214319



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
15	marring foot caps keep your floors safe, Impact-resistant corners protect your table from damage when moved, Built for indoor and outdoor use, Ideal for family game night, outdoor activities, and more, Measurements: L 121.9 x W 60.9 x H 73.7 cm CART 990Lbs Capacity Heavy Duty Rolling Utility Cart- Product Dimensions 18"D x 30"W x 32.5"H (45.7 x 76.2 x 82.6 cm) Shelf Type Tiered Shelf Material Metal, Steel Frame Material Metal, Steel Color Silver Style Modern Maximum Weight Recommendation 459 Kilograms Item Weight 27 Pounds (12.15 kg) Product Care Instructions Wipe with Dry Cloth Assembly Required Yes Number of Shelves 3 Item Weight 27 pounds (12.15 kg)	unit	1	13,005.20	13,005.20
16	PROJECTOR SCREEN 70" x 70", Adjustable screen height and angle of depression setting, Wrinkle free, Thicker surface for lifetime usage, Matte white material with 1 inch black borders, Heavy Duty Tripod for Strong support for windproof performance	unit	1	6,357.00	6,357.00

Total Amount : 1,151,937.06

Total Amount In Words (Pesos): One Million One Hundred Fifty-One Thousand Nine Hundred Thirty-Seven Pesos and 06/100 Only

MA. JOSEFINA G. BELMONTE City Mayor		RAFAEL C. SANDARI 5-27-24 Signature Over Printed Name of Supplier / Date
Funds Available:  RUBY G. MANANGU City Accountant	Approved Budget for the Contract : 1,211,808.96	OBR : /10.2024 - CF. STS/



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Business Type	: Sole Proprietorship Registration #3865069 /	TIN Number	:612-298-283-00000 /
		Contact Number	: 09178214319 /

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	CAMERA WITH TRIPOD AND E-MOUNT LENS - (SONY) / Camera Mirrorless w/Viewfinder Free SD64GB - A6400BK Kit1650 w/4K Video / - Still Reso MP: 24.2mpx EXMOR CMOS / - Video Reso: 425 AF Points / - VF & LCD: EVF & Flip-Up Touch-LCD / - Burst Depth: 11 Frames/Sec / - Time-Lapse / - Full-HD Video Plus Mic-Port / E-MOUNT LENS/APS-C Format / 25.5-105mm (35mm Equivalent) / Aperture Range: f/2.8 to f/16 / Three Aspherical Elements / Two Low Dispersion Elements / BBAR and Fluorine Coatings / RXD Stepping AF Motor / VC Image Stabilization / Moisture-Resistant Construction / Rounded 9-Blade Diaphragm / TRIPOD - (BENRO) / Supports 17.6 lb / 75mm Bowl / 3-Stage Leg Design / Height Adjustment: 26.7 to 70.8" /	unit	1	146,237.00	146,237.00
2	CRANE - (DJI/HOLLYLAND MIC) / 3 LAB REDEFINE STABILIZER10 lb Payload /	unit	1	64,993.50	64,993.50

MA. JOSEFINA G. BELMONTE
City Mayor

RAFAEL C. SANDARI 5-27-24
Signature Over Printed Name of Supplier / Date

Funds Available:
RUBY G. MANANGU
City Accountant

OBR : /n. 2024.05-55/
Approved Budget for the Contract : 1,211,808.96



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Delivery Schedule : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
3	Innovative Top Handle Gimbal Design ✓ Can Be Used Two-Handed ✓ Easy Switching to Underslung Mode ✓ Dual Servo Support, Zoom/Focus Hand wheel ✓ Multi featured iOS/Android ZY PLAY App ✓ 1080p Wireless Transmission to Phone/App ✓ Axis Latch Lock Easy Balancing System ✓ Supports Optional Phone Holder ✓ Onboard Controls & OLED Status Screen ✓ WIRELESS MICROPHONE SYSTEM / RECORDER - (RODE) ✓ Acoustic Principle: Pre-polarized pressure transducer Polar Pattern Omnidirectional Frequency Range 50Hz – 20kHz Maximum SPL 100 Db SPL (1kHz @ 1m) dBu Maximum Input Level (3.5mm) -20dBV Microphone Preamp Gain 20dB Equivalent Noise Level (A-Weighted) 22dBA Power Requirements In-built rechargeable lithium-ion battery charged via USB 5V; 0.3A Operating Time Up to 7 hours Analog Inputs 3.5mm TRS (lavalier microphone input) Analog Outputs 3.5mm TRS Transmission Range 200m (line of sight) Computer Connectivity USB Type-C OS Requirements macOS 10.11 above Windows 10 and above	box	2	27,471.60	54,943.20
4	DIGITAL VOICE RECORDER - (SONY) ✓ record in MP3/LPCM with a high sensitivity S-microphone battery type (provided) built-in lithium battery usb connection charging built-in memory 4GB built-in microphone LCD backlight maximum files per folder 199 maximum files (total) 5,000 files (including number of folder) pc connectivity playback format ✓ LPCM/MP3/AAC/WMA recording format linear PCM/MP3 auto	unit	1	9,488.70	9,488.70

MA. JOSEFINA G. BELMONTE
City Mayor

RAFAEL C. CANDARI 5-27-24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 10.2024-05-JTS

Approved Budget for the Contract : 1,211,808.96



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Company Name : **E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING** Mode of Procurement : **Public Bidding**
Address : **Lot 12 Blk 17 Cavite St., Bonifacio Village Brgy. Pasong Tamo Quezon City** Resolution No. : **24-PB-324**
Business Type : **Sole Proprietorship Registration #3865069** TIN Number : **612-298-283-00000**
Contact Number : **09178214319**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
5	voice recording reduces background noise direct USB built in for easy connection to pc sync recording function recording monitor folder name change (without using pc) graphic equalizer digital pitch control (speed control) erase and copy noise cut carrying case / DIGITAL VOICE RECORDER - (PHILIPS) / 2 high-fidelity microphones, Stereo recording in MP3 and PCM format, 8GB Built-in memory and memory card slot, Recognition software for automatic transcription, Up to 99% recognition accuracy, Nuance SW is only compliant for Windows PC; does not work with MacOS, Limitation: Software records record the voice of only one person and creates the transcript /	unit	2	13,954.20	27,908.40
6	DUAL CHANNEL HANDHELD MICROPHONE - (SHURE) Wireless System easy setup and operation, dual wireless channels, Quick Scan frequency selection, Included: BLX88 dual channel wireless receiver; BLX Vocal Combo Wireless System, 2 BLX2 handheld transmitters with integrated SM58 cardioid dynamic microphone capsules; 2 microphone clips; PS23 power supply, WA621 color id caps, and URT2 rack tray (optional accessories), Integrated microphone capsule design, featuring trusted PG58, SM58® or Beta 58A options -10 dB gain attenuation Lightweight, rugged construction, One-touch Quick Scan frequency selection quickly locates the best open frequency (in case of interference) Up to 12 compatible systems per frequency band (region-dependent) XLR and ¼" output connectors Microprocessor-controlled internal antenna diversity Two-color audio status indicator LED Green: Normal audio levels Red: Excessive audio levels (overload/clipping) includes 2 wireless microphones of the same brand /	box	2	58,500.00	117,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

RAFAEL C. CANDARI 5-27-24
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RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 1,211,808.96

OBR : 10.2024-05.557



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
7	DEVICE AUDIO - (BOSE) 180° horizontal coverage, 124 Db SPL peak, built-in subwoofer with slim racetrack driver, Bluetooth® connectivity, 16-driver, j-shaped array, versatile coverage pattern, built-in mixer with tone match presets, wireless mixer, control via Bose music app, system EQ presets: live music, recorded music, tone match port for easy mixer connection.	unit	2	160,000.00	320,000.00
8	NOISE CANCELLING HEADSET - (JBL) Driver size (mm): 40, Passive Frequency Response: 20 Hz – 20 kHz, Driver sensitivity at 1kHz/1mW (dB): 96, Dynamic frequency response range (Hz): 20 Hz - 20 kHz, Impedance (ohms): 32, Built-in Microphone: Yes	unit	10	3,118.70	31,187.00
9	PAPER SHREDDER - (FELLOWES) Shreds 20 sheets of paper per pass into 397 (5/32 x 1-1/2" Security Level P-4) cross-cut particles for enhanced security on highly confidential documents to help keep your information safe. Also shreds staples, credit cards, paper clips, staples and junk mail, Continuous duty motor for non-stop shredding allows you to finish shred jobs in one sitting. Patented 100% Jam Proof System eliminates paper jams and powers through tough jobs for frustration-free shredding. Safe Sense Technology automatically disables shredder when hands touch the paper opening, helping to protect more than just your identity. Large 14-gallon removable corrugate bin and LED bin-full indicator eliminates the need for frequent emptying with high-volume shred jobs. Jam Prevention Features: 100% Jam Proof System. Feed Type: Traditional. Auto Start/Stop: Yes – Electronic. Bin Full Light: Yes. Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs, Junk mail. Cut Size. (inches): 5/32" x 1-1/2". Cut Type: Cross-Cut. DIN Level -	unit	2	62,300.00	124,600.00

MA. JOSEFINA G. BELMONTE City Mayor	RAFAEL C. SANDARI 5-27-24 Signature Over Printed Name of Supplier / Date
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Funds Available: RUBY G. MANANGU City Accountant	OBR : 10.2024.05.571 Approved Budget for the Contract : 1,211,808.96
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
10	Paper: P-4. Maximum Run Time (minutes): Continuous. Energy Efficient Features: Energy Savings System. Material Type: Plastic. Model Number: 125CI. Noise Features: Silent Shred™. Paper Entry Width (inches): 9. Recommended Number of Users: 1-3. Safety Features: Safe Sense®. Speed (Feet Per Minute): 16. Usage: Heavy Use. Strength: Commercial. Bin Capacity (gallons): 14. Run Time (minutes): Continuous. Sheet Capacity: 20. Shreds Per Sheet: 397 PHOTOCOPIER - (SHARP) Type Desktop (Monochrome) Heavy Duty Copy/Print Speed 24 CPM. Continuous Copy Max. 999 copies. Paper Size Max A3 (11"x 17") Min. A5 (5 ½" x 8 ½") min. A6R via bypass. Control Panel 5 Line LCD. First Copy Time 6.4 seconds. Print Resolution 600 x 600 dpi. Scan Resolution up to 9600 via user settings. Paper Capacity (350 sheets+100 sheets bypass). Weight 37 kg. Dimension 599 x 612 x 611 mm. Zoom Range 25% to 400%. Interface 10Base-T/100Base-TX, USB 2.0. Memory 1 GB. Emulation SPLC (Sharp Printer Language with Compression). File Format TIFF, PDF, JPEG. Print Speed 31 ppm Supported OS Windows 7, Windows 8, Windows 8.1, Windows 10. Mac OS (optional). Key Features. A3 Colour Scanning. Reversing Single Pass Feeder. Standard Network Printer/Scanner. Built-in Duplex module for efficient two sided copying/printing. ID Card Copy, XY Zoom, Dual Page Copy Mode. Rotation Sort, Margin Shift, Edge Erase Center Erase, 2 in 1/ 4 in 1. Automatic Paper Selection. Scan to USB Function. Sharp desk Document Management (search and index scan file in easy drag and drop function), Toners Passed US Materials Safety Requirements. Maintenance Kit or (Drum, Developer and Cleaner Blade) Free Pedestal Table. Free monthly or quarterly preventive maintenance service checkup, warranty on parts and labor.	unit	1	145,000.00	145,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

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11	LAMINATING MACHINE - (MY JOY) Laminating Speed: 50Hz:460mm/min, 60Hz:560mm/min, Laminating Width: 320mm, Laminating Films: 75mic~250mic, Thickness of substrate(Paper): 80g/nf ~250g/nf, Power Requirements: 220~240V, 50/60Hz Power Consumption: 520W, 2.1A, Heating System: Heat Plate (Ruthnox) Operating Temperature: 150 Max. Speed Control: Fixed, Temperature Control: Knob & Volume, Dimensions(WxLxH): 500 x 185 x 95mm, Type of Main Motor: Synchronous Motor-S	unit	1	19,370.00	19,370.00
12	WATER AND COFFEE BROILER - (IMARFLEX) 15 Liters Water & Coffee Boiler, Stainless Steel Double Wall Insulation, Energy Saver, 100 Cups Capacity, Anti-drip Dispenser, Coffee Strainer, Warm and Boil Indicator with Thermostat, Tempered Glass Water Gauge, Heat-resistant Handles, 1650 Watts, 1 Year Warranty on Parts & Service	box	1	7,278.70	7,278.70
13	PODIUM Portable with Locking Wheels, Office Conference Room Mobile Podium Table, Wooden Lecture Podium Reception Desk, Inclined Floor Podium, 60 * 70 * 118 CM (Color : Brown)	piece	1	56,769.00	56,769.00
14	FOLDING TABLE - (LIFETIME) Made of steel and high-density polyethylene (HDPE), Features a durable construction built to last, Steel frame design provides a sturdy foundation protected with a powder-coated, weather-resistant finish, Lightweight and easy to transport, setup, and take down, UV-protected, Will not crack, chip, or peel Non-	piece	2	3,899.68	7,799.36

MA. JOSEFINA G. BELMONTE
City Mayor

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Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 10 2024- 05 551

Approved Budget for the Contract : 1,211,808.96

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 27 2024 and to expire on - JUN 26 2024

CONFORME:

RAFAEL C. CANDARI

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE

IN THE CAPACITY OF

5-27-24

DATE

Duly authorized to sign this Purchase Order for and on behalf of E.A.G OFFICE SUPPLIES & EQUIPMENT 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)