



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405129**

Purchase Order Date: **JUN 28 2024**

Procuring Unit : **SOCIAL SERVICES DEVELOPMENT DEPARTMENT**

Project Number : **SSDD-24-OSD-0824**

Company Name : **HEAVENSKYE CONSUMER GOODS TRADING**

Mode of Procurement : **Public Bidding**

Address : **5 Maple Rd., Makiling St., Hacienda Heights Concepcion Dos, Marikina City**

Resolution No. : **24-PB-390**

TIN Number : **242-849-263-000**

Business Type : **Sole Proprietorship Registration #2894924**

Contact Number : **09175462688**

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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	CHILD WELFARE PROGRAM Ballpen - Permanent Gel ink - blue, excellent for ultra smooth writing, pen tip size: 0.5mm, color: blue	Piece	320	24.00	7,680.00
2	Correction Pen - 9ml, multi-purpose, quick dry, metal tip	Piece	314	19.20	6,028.80
3	Parchment Paper - A4 size, (8.27 inches x 11.69 inches), 90gsm, 10 pieces per pack, color: Natural	Pack	70	26.08	1,825.60
4	Certificate Holder - A4, (8.27 inches x 11.69 inches), black, good quality	Piece	742	70.88	52,592.96
5	Parchment Paper - A4 size, (8.27 inches x 11.69 inches), 90gsm, 100 pieces per ream	Ream	10	411.58	4,115.80
6	YOUTH WELFARE PROGRAM Fastener - for paper, plastic, non-sharp edges, 50 sets/box	Box	48	58.00	2,784.00
7	Paper Manila - 10 sheets per pack	Pack	50	90.00	4,500.00
8	Ballpen - Permanent gel ink, excellent for ultra smooth writing, pen tip size: 0.5mm, color: blue	Piece	400	24.00	9,600.00
9	Notebook - steno notebook, 60 sheets, size: 6 inches x 9 inches, good quality	Piece	400	41.00	16,400.00
10	Sticker Paper - A4, 80gsm, 10's/pack, glossy	Pack	39	68.00	2,652.00
11	Crayons - jumbo, 8 colors/pack, non-toxic, conforms to ASTM D-4236 meets performance standard ANSI 2356.1, good quality	Box	100	390.00	39,000.00
12	Ballpen - color: blue, fine, 0.7mm	Piece	350	20.00	7,000.00
13	Notebook - spiral notebook, 80 sheets, size: 12.7 cm x 17.8 cm	Piece	350	58.00	20,300.00
14	Paper for Certificate - 8 1/2 inches x 11 inches, 220gsm, 10 sheets/pack, pale cream specialty paper	Pack	40	110.00	4,400.00
15	Certificate Frame - 8.5 inches x 11 inches, PVC-frame	Piece	4	150.00	600.00

MA. JOSEFINA G. BELMONTE
City Mayor

Jeffrey D. Luna 7/3/24
Signature Over Printed Name of Supplier / Date

Funds Available:

OBR : 12.2024-86.6533

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 626,111.58



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405129**

Purchase Order Date: **JUN 28 2024**

Procuring Unit : **SOCIAL SERVICES DEVELOPMENT DEPARTMENT** Project Number : **SSDD-24-OSD-0824**
Company Name : **HEAVENSKYE CONSUMER GOODS TRADING** Mode of Procurement : **Public Bidding**
Address : **5 Maple Rd., Makiling St., Hacienda Heights Concepcion Dos, Marikina City** Resolution No. : **24-PB-390**
Business Type : **Sole Proprietorship Registration #2894924** TIN Number : **242-849-263-000**
Contact Number : **09175462688**

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 :** Thirty (30) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
16	Utility Plastic Envelope - B6 size: 12.5 cm x 17.6 cm, button type, Horizontal colored transparent utility envelope, color: red, good quality	Piece	350	50.00	17,500.00
	ADMINISTRATIVE SUPPORT PROGRAM				
17	Ballpen - color: blue, fine, 0.7mm	Piece	526	30.00	15,780.00
18	Ballpen - color: red, fine, 0.7mm	Piece	176	30.00	5,280.00
19	Ballpen - color: black, fine, 0.7mm	Piece	115	30.00	3,450.00
20	Ballpen - color: green, fine, 0.7mm	Piece	100	30.00	3,000.00
21	Binder Clip - black, 19mm, 12's/packet	Packet	4	60.00	240.00
22	Binder Clip - black, 32mm, 12's/packet	Packet	4	136.00	544.00
23	Binder Clip - black, 51mm, 12's/packet	Packet	4	228.00	912.00
24	Calculator - 12 digits, regular percent, solar and battery, key roll over, extra large display, plastic keys, mark-up, Size of case / Total weight: Dimensions (D x W x H) : 158mm x 151mm x 32mm, good quality	Piece	7	340.00	2,380.00
25	Correction Pen - 9ml, multi-purpose, quick dry, metal tip	Piece	102	19.20	1,958.40
26	Stamp Pad Ink - 100ml (Violet) for Trodat	Piece	12	642.90	7,714.80
27	Stamp Pad Ink - 100ml (Red) for Trodat	Piece	6	642.90	3,857.40
28	Stamp Pad Ink - 100ml (Blue) for Trodat	Piece	6	642.90	3,857.40
29	Stamp Pad Ink - 100ml (Light Blue) for Trodat	Piece	6	642.90	3,857.40
30	Sign Pen - 0.5mm, Liquid Gel, Needle tip (Blue), 12's/box, non-blot	Box	25	30.00	750.00
	SOLO PARENT WELFARE PROGRAM				
31	Ballpen - blue fine, 0.7mm, color	Piece	946	19.00	17,974.00
32	Correction Pen - 9 ml, multi-purpose, quick dry, metal tip	Piece	50	19.20	960.00
33	Sharpener - has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal	Piece	2	489.60	979.20

MA. JOSEFINA G. BELMONTE
City Mayor

Jeffrey Belmonte 7/3/24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 626,111.58

OBR : 100 - 2024 - 06 - 6533



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405129**

Purchase Order Date: **JUN 28 2024**

Procuring Unit	: SOCIAL SERVICES DEVELOPMENT DEPARTMENT	Project Number	:SSDD-24-OSD-0824
Company Name	: HEAVENSKYE CONSUMER GOODS TRADING	Mode of Procurement	:Public Bidding
Address	: 5 Maple Rd., Makiling St., Hacienda Heights Concepcion Dos, Marikina City	Resolution No.	:24-PB-390
Business Type	: Sole Proprietorship Registration #2894924	TIN Number	:242-849-263-000
		Contact Number	:09175462688

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 : Thirty (30) Calendar Days
Payment Term : Credit	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	WELFARE AND RELIEF PROGRAM				
34	Ballpen - color: blue, fine, 0.7mm	Piece	1,076	20.55	22,111.80
35	Ballpen - color: black, fine, 0.7mm	Piece	59	20.55	1,212.45
36	Correction Pen – 9 ml, multi-purpose, quick dry, metal tip	Piece	20	19.20	384.00
37	Card Holder - A5 size (210mm x 145mm) hard case PVC transparent	Piece	3,000	37.00	111,000.00
38	Fastener - for paper, plastic, non-sharp edges, 50 sets/box	Box	5	58.00	290.00
39	Highlighter - good quality	Piece	30	25.00	750.00
40	Paper Splendorgel - 10's/pack, 170gsm, size: 8.5 inches x 11 inches (216mm x 330mm), Color: Ivory	Pack	60	45.85	2,751.00
41	Pen Highlighter - 4's/box	Box	40	90.00	3,600.00
42	Pencil Eraser - good quality	Piece	20	4.00	80.00
43	Special Paper - 8.5 inches x 13 inches, 170gsm	Pack	50	535.00	26,750.00
44	Staple Remover - plier type, metal	Piece	49	90.00	4,410.00
	WELFARE PROGRAM FOR THE DIFFERENTLY ABLED				
45	Ballpen - color: blue, fine, 0.7mm	Piece	723	20.55	14,857.65
46	Correction Pen – 9 ml, multi-purpose, quick dry, metal tip	Piece	100	19.20	1,920.00
	ELDERLY WELFARE PROGRAM				
47	Ballpen - color: blue, fine, 0.7mm	Piece	1,006	19.60	19,717.60
48	Correction Pen – 9 ml, multi-purpose, quick dry, metal tip	Piece	100	19.20	1,920.00
	FAMILY WELFARE PROGRAM				
49	Fastener - for paper, plastic, non-sharp edges, 50sets/box	Box	10	58.00	580.00
50	Folder - expanding,long, color: white	Piece	15	38.00	570.00
51	Paper, parchment - A4 size, (8.27 inches x 11.69 inches), 90gsm, 10 pieces per pack, color: Natural	Pack	15	26.08	391.20
52	Ballpen - color: blue, fine, 0.7mm	Piece	710	19.60	13,916.00
53	Paper Manila - 10 sheets per pack	Pack	25	53.80	1,345.00

MA. JOSEFINA G. BELMONTE
City Mayor

Signature Over Printed Name of Supplier / Date

Funds Available:

OBR : 12 - 2024 - Q. (53)

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 626,111.58



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405129**

Purchase Order Date: **JUN 28 2024**

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Business Type : **Sole Proprietorship Registration #2894924** TIN Number : **242-849-263-000**
Contact Number : **09175462688**

Sir/Madam:
Please furnish this office the following articles subject to the terms and conditions contained here:

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
54	VOCATIONAL DEVELOPMENT PROGRAM	Piece	591	19.60	11,583.60
55	Ballpen - color: blue, fine, 0.7mm	Piece	135	19.20	2,592.00
56	Correction Pen - 9 ml, multi-purpose, quick dry, metal tip	Bottle	20	69.00	1,380.00
57	Glue - 130 grams	Pack	67	81.00	5,427.00
58	Paper Manila - 10 sheets per pack	Piece	251	18.50	4,643.50
59	Sign Pen - liquid ink, roller pen, 0.7mm needle, blue	Pack	25	50.00	1,250.00
60	Linen Paper Short - 10's/pack, 8 1/2 inches x 11 inches beige	Piece	504	22.00	11,088.00
61	WOMEN WELFARE PROGRAM	Piece	100	19.20	1,920.00
62	Ballpen - color: blue, fine, 0.7mm	Piece	6	489.60	2,937.60
63	Correction Pen - 9 ml, pen, quick dry, multi-purpose, quick dry, metal tip	Pack	50	50.00	2,500.00
64	Sharpener - has a rotating blade for easy sharpening, with receptacle for pencil shavings, with metal	Pack	15	36.00	540.00
65	Linen Paper - short, 10's/pack, 8 1/2 inches x 11 inches, color: beige	Piece	90	22.00	1,980.00
66	RESIDENTIAL AND REHABILITATION PROGRAM	Piece	243	22.00	5,346.00
67	Art Paper - assorted colors, 20 sheets per pack, 8.5 inches x 11 inches	Piece	30	22.00	660.00
68	Ballpen - color: blue, fine, 0.7mm	Piece	5	195.00	975.00
69	Ballpen - color: black, fine, 0.7mm	Piece	1	340.00	340.00
70	Ballpen - color: red, fine, 0.7mm	Pack	18	831.90	14,974.20
	Binder - 3 ring, hard cover, d-type ring legal size				
	Calculator - 12 digits, regular percent, solar and battery, key roll over, extra large display, plastic keys, mark-up, Size of case/Total weight: Dimensions (DxWxH): 158mm x 151mm x 32mm, good quality				
	Cellophane - 90 cm x 100 cm, 50 pieces per color (Red, Green, White, Purple)				

MA. JOSEFINA G. BELMONTE
City Mayor

Jeffrey P. Leon 7/3/24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 626,111.58

OBR : 10 - 2024 - 86 - 6713



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



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		Contact Number	:09175462688

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Payment Term : Credit

Delivery Schedule : Thirty (30) Calendar Days

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
71	Colored Paper - assorted colors, 10 sheets per pack, 8.5 inches x 11 inches	Pack	20	19.00	380.00
72	Cork board - 4ft x 10ft; with plywood; with frame	Piece	1	2,590.00	2,590.00
73	Double Sided Tape - 12mm x 10m	Piece	30	31.00	930.00
74	Envelope - plastic with handle, legal, expandable, clip lock	Piece	9	70.00	630.00
75	Fastener - for paper, plastic, non-sharp edges, 50sets/box	Box	14	58.00	812.00
76	Glue - White glue water based synthetic resin emulsion, 1 liter	Liter	8	193.00	1,544.00
77	Glue Stick - Clear Small 5 pcs. per pack, Approximate: 0.8 cm	Pack	21	52.00	1,092.00
78	Glue Gun - Heavy Duty Glue Gun, 20 Watts	Piece	3	100.00	300.00
79	Japanese paper - Red, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
80	Japanese paper - Green, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
81	Japanese paper - Purple, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
82	Japanese paper - Pink, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
83	Japanese paper - Yellow, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
84	Japanese paper - Orange, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
85	Japanese paper - Blue, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
86	Japanese paper - White, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
87	Japanese paper - Black, 10 sheets per pack, 20 inches x 30 inches	Pack	20	70.00	1,400.00
88	Laminating Film - 11 inches x 13 inches, size long, 100's/pack, 125 microns	Pack	3	697.00	2,091.00
89	Manila Paper - Buff or light brownish-yellow, 2 sheets per pack, 36 inches x 48 inches	Pack	5	16.00	80.00
90	Notebooks - non-spiral, composition, 80 leaves, good quality	Piece	335	24.00	8,040.00
91	Parchment Paper - A4 size (8.27 inches x 11.69 inches), 90gsm, 10's per pack, color: Natural	Pack	65	26.08	1,695.20
92	Plastic Cover - transparent roll, 4ft x 50m gauge 3	Roll	2	827.00	1,654.00

MA. JOSEFINA G. BELMONTE
City Mayor

Je... 7/3/24
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 626,111.58

OBR : *10-2024-82-6531*

3161



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2405129**

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
93	Plastic Cover - Gauge 2.6, 10 inches x 5m	Piece	15	39.00	585.00
94	Stapler - standard type, #35 staple wire, heavy duty, black	Piece	2	220.00	440.00
95	Staple remover - claw type w/non-slip grip zone	Piece	7	22.00	154.00
96	Sticker Paper - A4, 80gsm, 10's/pack, glossy	Pack	4	68.00	272.00
97	Tape - double sided with foam 1 inch x 5ml/roll	Roll	30	54.00	1,620.00

Total Amount : 606,676.56

Total Amount In Words (Pesos): Six Hundred Six Thousand Six Hundred Seventy-Six Pesos and 56/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Signature Over Printed Name of Supplier / Date

OBR : 10.2024.56.607

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 626,111.58

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 JUL 03 2024 and to expire on - AUG 02 2024.

CONFORME:


SIGNATURE OVER PRINTED NAME


IN THE CAPACITY OF

9/13/24
DATE

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


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)