



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



PO Number **2406010**

**Purchase Order** Date: JUN 25 2024

Procuring Unit	: OFFICE OF THE CITY MAYOR (QUEZON MEMORIAL CIRCLE)	Project Number	: OCM(QMC)-24-OE-0434B
Company Name	: MS. V ENTERPRISES	Mode of Procurement	: Public Bidding
Address	: No. 6 Bayo Condo Scout Bayoran St., Cor. Scout Tuazon, Brgy. South Triangle, Quezon City	Resolution No.	: 24-PB-428
Business Type	: Sole Proprietorship Registration #4918293	TIN Number	: 136-386-905-000
		Contact Number	: 0917-819-5910

**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
1	FLEX ARM DOCUMENT CAMERA - (EPSON) Full HD 1080p Document Camera, Pixels: 2MP (1920 x 1080 pixels), Camera Sensor: 1/2.7 inch CMOS Sensor Resolution: Up to Full HD (1080p), Zoom: 10x Digital Zoom, 12x Optical Zoom, Weight: Approx 3.0kg, HDMI Connectivity Includes all-digital, HDMI audio and video connection, for HD quality with just one cable, Split Screen Display content from two inputs simultaneously, side by side, on a single screen, Record Audio and Video Easily record, with the built-in microphone and advanced software functions, Large Capture Area, Microscope Support, Easy Interactive Tools (EIT) Software, Built-in LED Light, Convenient One-touch Control (Includes: USB Cable, Computer Cable (VGA Cable), External AC Power Adapter, Remote Control: Yes (with 2 AA Batteries), Microscope Adapter, Software CD-ROM, User Manual CD-ROM)	UNIT	1	43,000.00	43,000.00
2	CALCULATOR WITH RECEIPT - (CASIO) DR-270TM, Dimension (D x W x H) : 382x214.5x109.3mm, weighth: 1900g Calculator and stop watch, 12 digits	PIECE	1	6,500.00	6,500.00
3	MULTIFUNCTIONAL PORTAL DEVICE - (SHARP) Type: Desktop, Engine Speed: A4 (8 1/2" x 11") Max. 25ppm, A3 (11" x 17") Max. 14ppm Control Panel Display: 7.0" colour LCD touchscreen Paper size: Max. A3W (12" x 18"), min. A6 (5 1/2" x 8 1/2"), Paper Capacity; standard: 350 sheets (250 sheet tray and 100 sheet multi bypass tray), Maximum: 1850 sheets (350 sheets & optional 3 x 500 sheet tray) Tray 1: 60 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (16lbs bond to 28 lbs bond), Trays 2-4: (BP-CS10/DE10) 60 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (16lbs bond to 80 lbs bond cover), Multi bypass tray: 55g/m <sup>2</sup> to 256 g/m <sup>2</sup> (13lbs bond to 140 lbs index), Warmup time; 17 sec., Memory: 5GB (copy/print shared) 128GB SSD, Power requirements: Rated local AC voltage ±10%, 50/60 Hz, Power consumption: Max. 1.84 kW (220 V to 240 V)	UNIT	1	675,000.00	675,000.00

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

*Venus T. Terry*  
**VENUS T. TERRY** 6-26-2024  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR: *m. may. ob. OBR*

Approved Budget for the Contract : 731,440.00



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	<p>Dimensions (W x D x H): 568 x 630 x 653 mm (22 3/8" x 24 13/16" x 25 23/32") Weight (approx.): 54kg (119.1 lbs) COPIER; Original paper size: Max A3 (11" x 17") First copy time: Colour; 11.0 sec. B/W: 8.0 sec. Continuous copy: Max., 9,999 copies Resolution: Scan (colour) 600 x 600 dpi, Scan (B/W) 600 x 600 dpi, 600 x 400 dpi Print: 600 x 600 dpi, 9,600 (equivalent) x 600 dpi (depending on copy mode) Gradation: Equivalent to 256 levels Zoom range: 25% to 400% (25% to 200% using RSPF) in 1% increments</p> <p>Preset copy ratios: Metric: 10 ratios (5R/5E), inch: 8 ratios (4R/4E)</p> <p>Scan method: Push scan (via control panel), pull scan (TWAIN-compliant application) Scan Speed: Colour B&amp;W; Max 52 originals/min. Resolution: Push scan; 100, 150, 200, 300, 400, 600 dpi Pull scan; 75, 100, 150, 200, 300, 400, 600 dpi, 50 dpi to 9,600 dpi via user setting, File formats: TIFF, PDF, PDF/A-1a, PDF/A-1b, encrypted PDF, XPS, compact PDF, JPEG, searchable PDF, OOXML (pptx, xlsx, docx), text (TXT [UTF-8]), rich text (RTF), Scan destinations: Scan to email/desktop/FTP server/network folder (SMB)/USB drive/local drive</p> <p>Document filing capacity: Main and custom folders: 5,000 pages or 500 files, Quick file folder; 5,000 pages or 500 files</p> <p>Stored jobs: copy, print, scan, fax Storage folder: Quick file folder, main folder, custom folder (max. 1,000 folders), Printer resolution: 600 x 600 dpi 9, 600 ( equivalent) x 600 dpi Interface: USB 2.0 (host, high-speed), 10Base-T/100Base-TX/1000Base-T, wireless LAN (IEEE 802.11 b/g/n)</p> <p>Supported OS: Windows server 2012, Windows server 2012 R2, Windows server 2016, Windows server 2019, Windows 8.1, Windows 10, Mac OS 10.9, 10.10, 11, 10.12, 10.13, 10.14, 10.15</p>				

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

*Venus T. Ferrer*  
**VENUS T. FERRER** 6-26-2024  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR: *no entry in OBR*

Approved Budget for the Contract : 731,440.00



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4	Network protocols: TCP/IP Printing Protocols: LPR, Raw TCP (port 9100), POP3 (email printing), HTTP, FTP for downloading print files, IPP, SMB, WSD PDL; Standard: PCL 6 emulation., Option: Adobe PostScript3 Available fonts: 80 fonts for PCL, 139 fonts for Adobe PostScript3 FLASHDRIVE - (SANDISK) 32GB, USB 3.0 flashdrive, USB-A connector, 130MB/s sequential read performance	PIECE	10	370.00	3,700.00
5	MOUSE - (LOGITECH) Height: 4.45 inches (113mm) Width: 2.44 inches (65mm) Depth: 1.50 inches (38mm) Weight: 3.17oz (90g) Cable length: 70.87 inches (180cm) Sensor technology DPI (min/ max): 1000± Number of buttons: 3 (left/right-click/middle-click) Line-by-line scrolling Scroll wheel: yes, optical	PIECE	2	300.00	600.00

**Total Amount :** 728,800.00

**Total Amount In Words (Pesos):** Seven Hundred Twenty-Eight Thousand Eight Hundred Pesos and 00/100 Only

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



*Venus T. Terry*  
**VENUS T. TERRY** 6-26-2024  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR : No. 2244, Ob. 6235

**Approved Budget for the Contract :** 731,440.00

**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 26 2024 and to expire on -

CONFORME:

JUL 26 2024  
*Venus T. Terry*  
**VENUS T. TERRY**

SIGNATURE OVER PRINTED NAME

**PROPRIETOR**

IN THE CAPACITY OF

6-26-2024

DATE

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

**MS. V ENTERPRISES**

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)**