



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



PO Number **2406011**

**Purchase Order** Date: **JUN 24 2024**

Procuring Unit	: QUEZON CITY CENTER FOR CHILDREN WITH DISABILITIES	Project Number	: QCCCD-24-OSD-0586B
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-453
Business Type	: Sole Proprietorship Registration ##3865069	TIN Number	: 612-298-283-00000
		Contact Number	: 0917-821-4319

**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	Drum Cartridge Compatible and for use in Docucentre Model S2110; Brand New; High yield capacity; Excellent Quality Printouts	PIECE	5	15,600.00	78,000.00
2	Illustration board, 1/4 size; 4ply, 15 x 20 inches; Color: White-gray	PIECE	100	63.00	6,300.00
3	EPSON Ink Bottle T00V100, Model: 003; Page Yield: 4,500 pages; 65ml, BLACK ; Compatible for EPSON L4150/L1110/L3110	BOTTLE	100	345.15	34,515.00
4	EPSON Ink Bottle T00V200, Model: 003; Page Yield: 4,500 pages; 65ml, CYAN; Compatible for EPSON L4150/L1110/L3110	BOTTLE	95	358.00	34,010.00
5	EPSON Ink Bottle T00V300, Model: 003; Page Yield: 4,500 pages; 65ml, MAGENTA; Compatible for EPSON L4150/L1110/L3110	BOTTLE	95	358.00	34,010.00
6	EPSON Ink Bottle T00V400, Model: 003; Page Yield: 4,500 pages; 65ml, YELLOW; Compatible for EPSON L4150/L1110/L3110	BOTTLE	95	358.00	34,010.00
7	Laminating film, 20 sheets/pack; 125 microns; Size- A4	PACK	50	230.00	11,500.00
8	Laminating film, 20 sheets/pack; 250 microns; Size- A4	PACK	50	410.00	20,500.00
9	Manila Paper, 36 x 48 inches; Color: Yellow; 5 sheets in a pack	SET	100	32.50	3,250.00
10	PAPER, Colored, Bond, 70-80 gsm, size: 8.5 x 13 inches; color: Blue; 500 sheets per ream; Weight: 4.33lbs	REAM	20	296.00	5,920.00
11	PAPER, Colored, Bond, 70-80 gsm, size: 8.5 x 13 inches; color: Yellow; 500 sheets per ream; Weight: 4.33lbs	REAM	20	296.00	5,920.00
12	PAPER, PARCHMENT, size: A4: Color: white, multi-purpose; Weight: 0.28lbs; 90 GSM; 10 sheets per pack	PACK	150	45.00	6,750.00
13	PAPER, PARCHMENT, size: 8.5 x 13 inches: Color: white, multi-purpose; Weight: 0.28lbs; 90 GSM; 10 sheets per pack	PACK	150	55.00	8,250.00
14	Plastic Envelope with handle; Long Zipper lock; expanding; size: A4; assorted colors	PIECE	30	121.00	3,630.00
15	Plastic Envelope with Zipper lock and handle; expanding; size: Long; assorted colors	PIECE	30	133.00	3,990.00

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

**RAFAEL E. GANDARI** 7-5-2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**OBR :** 10-2024-01-6285

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract :** 727,433.69





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Contact Number :0917-821-4319

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
16	Plastic Envelope with Zipper lock and handle; expanding; size: A6; assorted colors	PIECE	30	146.00	4,380.00
17	Plastice Envelope, Expanding, Colored, for long documents, 10pcs per set/pack	SET	10	442.00	4,420.00
18	Sticky Note, film index PE-15; 1.8 x 0.5 inches; 125 sheet per pack; multi-color; at least 4 colors per pack	PACK	300	55.00	16,500.00
19	Sticky Note, film index Sign Here SH-152; 1.8 x 0.5 inches; 125 sheet per pack; multi-color; at least 4 colors per pack	PACK	100	50.70	5,070.00
20	Toner Cartridge Compatible and for use in Docucentre Model S2110; Brand New; High Yield Capacity; Excellent Quality Printouts; Black	PIECE	10	6,760.00	67,600.00
21	Colored paper; Vivid colors; Letter size; 5 colors; by 50s	PACK	20	81.90	1,638.00
22	PAPER, SPECIALTY, size: A4/Letter: Color: white/cream, multi-purpose; Weight: 0.28lbs; 270GSM; 10 sheets per pack	PACK	100	49.00	4,900.00
23	PAPER, SPECIALTY, size: 8.5-x 13 inches: Color: white/cream, multi-purpose; Weight: 0.28lbs; 90 GSM; 10 sheets per pack	PACK	100	56.00	5,600.00
24	Photo paper, size: A4; high glossy; 200gsm; 20 sheets per pack	PACK	10	220.00	2,200.00
25	Sticker paper; Size: A4; Matte; 10 sheets per pack; Color: White; Compatible for inkjet printers	PACK	100	65.00	6,500.00
26	Push pins; handy; plastic head; assorted colors; 100 pcs per pack	PACK	20	45.00	900.00
27	Specialty Paper - vellum board: inkjet friendly, 8 1/2 x 13 inches , 10 pcs per pack	PACK	10	67.60	676.00
28	Japanese Paper; 20 x 15 inches; assorted colors, 5pcs per pack	SET	10	19.50	195.00
29	Tape, Double Sided, 24mm, 50 meters length	ROLL	20	32.50	650.00
30	Digital Ink (Black); for Digital Duplicator; Approx. 19,000 copies; compatible with Blue BPS-350	BOX	20	1,690.00	33,800.00
31	Master Roll (B4); Approx. 200 Cuts; compatible with Blue BPS-350	ROLL	10	6,500.00	65,000.00
32	Certificate holder, size: A4	PIECE	33	91.00	3,003.00

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

**RAFAEL G. CANDARI** 7-5-2024  
Signature Over/Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : 100-2024-04-6285

Approved Budget for the Contract : 727,433.69





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



PO Number **2406011**

**Purchase Order** Date: **JUN 24 2024**

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Business Type	: Sole Proprietorship Registration ##3865069	TIN Number	:612-298-283-00000
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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
33	Certificate holder; For parchment; 9 x 12 inches	PIECE	300	63.70	19,110.00
34	Certificate holder, size 8.5 x 11 inches	PIECE	300	60.00	18,000.00
35	Certificate holder, size 8.5 x 13 inches	PIECE	300	85.20	25,560.00
36	Computer mouse; wireless; PC307; Working manner: 2.4GHz; Working distance: 2.4G mode 10m; 5 Levels DPI: 800/1000/1600/2400/3200; Battery required: one AA battery (not included); Mouse Size: 109.77 x 68.14 x 43.08 mm; Mouse Weight: 79.0g ± 5.0g (with USB r	PIECE	7	1,030.00	7,210.00
37	Mouse pad, leather; water-proof; Size: 30 x 60 cm; Strong static absorption;	PIECE	33	227.39	7,503.87
38	Battery Extra Heavy Duty (AAA) Carbon Battery 40pcs In 1Box	BOX	13	184.23	2,394.99
39	Battery Extra Heavy Duty (AA) Carbon Battery 40pcs In 1Box	BOX	13	184.23	2,394.99
40	Window scraper; lightweight; double-sided screen brush dust quickly; 46 x 16 cm (LxW)	PIECE	7	260.00	1,820.00
41	Hand Tool Set: Pro; 127 pcs.; high efficiency for maintenance, mechanics, warehouse works	SET	2	3,710.00	7,420.00
42	WASTEBASKET, non-rigid plastic, indoor, touch top bin; Actual Measurement: L37cm x W37cm x H59cm; Color: Gray-black	PIECE	26	67.61	1,757.86
43	Storage boxes; 67cm x 50cm x 40cm	PIECE	26	1,300.00	33,800.00
44	6 Layer Mini office cabinet / multi-purpose storage	PIECE	6	169.00	1,014.00
45	Microphone Stand with Boom, Tripod Base and Free Mic Holders	PIECE	3	539.66	1,618.98
46	Extension Cord With Socket, Extension Wire, Cable Extra-long Plug-in Strip 10 meter wire	PIECE	5	1,129.80	5,649.00
47	Tubular Chrome Legs for Modular Desks; 10cm diameter x 74cm height	PIECE	5	1,350.00	6,750.00

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

**RAYAN E. CANDARI** 7-5-2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 727,433.69**

**OBR : 100-2024-00-6285**





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Quezon City Government



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		Contact Number	: 0917-821-4319

**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
48	Extension Cord Set w/Universal Outlet & Switch 2500W 10A 250V 6 feet cord with push button With light indicator	PIECE	7	507.00	3,549.00
49	ID Case Holder, plastic, with glossy/shiny black ID lanyard; Horizontal/Vertical size; Double-sided; 1 set; Waterproof with header; Transparent; 85mm x 54mm T-087H	PIECE	500	53.30	26,650.00
50	Metallic foil, assorted colors, 25 x 36 inches; 10 pcs per pack	PACK	10	220.00	2,200.00
51	Whiteboard; Size: 8 x 12 inches	PIECE	10	65.00	650.00
52	Wooden Easel Stand; Adjustable; customized; maximum size: can carry Painting with 60 x 40 inches size; US Pine Wood Adjustable height 180cm or 5.9 feet	PIECE	27	1,170.00	31,590.00
53	External Hard Drive; 1TB	PIECE	2	3,118.50	6,237.00
54	DC12 Wet and Dry Portable Car Vacuum Cleaner (Black/Yellow)	PIECE	1	659.00	659.00

**Total Amount : 727,125.69**

**Total Amount In Words (Pesos):** Seven Hundred Twenty-Seven Thousand One Hundred Twenty-Five Pesos and 69/100 Only

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



**RAYAN C. SANDARI** 7-5-2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 727,433.69**

**OBR : 100-2024-06-6285**



## 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 05 2024 and to expire on - AUG 04 2024.

CONFORME:

RAFAEL C. CADDARI  
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
IN THE CAPACITY OF

7-5-2024  
DATE

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