



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



PO Number **2406020**

**Purchase Order** Date: **JUN 20 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-24-HLMF-0795
Company Name	: LXS TRADING	Mode of Procurement	: Public Bidding
Address	: 2910 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	: 24-PB-443
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	: 238-643-432-000
		Contact Number	: 0916-4135072

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 :** Upon request by the end-user until December 31, 2024  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	White Board Marker - dry-wipe, refillable, non-toxic, xylene and toluene free				
	Certificate Holder - 8.5 inches x 11 inches, acrylic cover with back board				
	Certificate Paper - linen board, short 220gsm, 10 pieces per pack				
	FOOD AND DRINKS				
	Breakfast				
	Fried rice/rice, beef/pork/seafood/chicken dish, egg, soup, and fresh fruits with juice drink				
	AM Snack				
	Rice cake/pasta/sandwich with juice/hot choco				
	Lunch				
	rice, beef/pork/seafood/chicken dish, vegetables, soup, and fresh fruits with juice drinks				
	PM Snack				
	Rice cake/pasta/sandwich with juice/hot choco				
	Dinner				
	rice, beef/pork/seafood/chicken dish, vegetables, soup, and fresh fruits with juice drinks				
	Terms of Payment:				
	Upon every complete delivery per activity				

**Total Amount :** 12,737,421.00

**Total Amount In Words (Pesos):** Twelve Million Seven Hundred Thirty-Seven Thousand Four Hundred Twenty-One Pesos and 00/100 Only

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



**ANGELICA T. SOLIS** 6/20/2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR :** 100-224-06-06105

**Approved Budget for the Contract :** 12,738,000.00



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



PO Number **2406020**

**Purchase Order** Date: **JUN 20 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-24-HLMF-0795
Company Name	: LXS TRADING	Mode of Procurement	: Public Bidding
Address	: 2910 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	: 24-PB-443
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	: 238-643-432-000
		Contact Number	: 0916-4135072

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 :** Upon request by the end-user until December 31, 2024  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<b>BASIC INCIDENT COMMAND SYSTEM (BICS)</b>  Hotel Accommodation, (3 days, 2 nights, hotel room, free use of function room, sound system, chairs and table), Food and Drinks (Breakfast, AM Snack, Lunch, PM Snack, and Dinner) with free flowing coffee and water dispenser, banners, participant's kit, training materials, 77 pax per batch, 10 batches  Inclusive of: 1 piece - Banner 4ft x 8ft 1 piece - Banner 2ft x 4ft  Participants kit: (1 each per pax) Envelope cloth Identification Card Ballpen Handbook Notebook  Training Materials: Flipchart - 39 pieces Marking Pen - 39 pieces Whiteboard marker - 39 pieces Certificate Holder - 1 piece per pax Certificate Paper - 1 piece per pax	lot	1	5,081,769.00	5,081,769.00

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

**Amor Lica T. Spina** 6/20/2024  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant

OBR : no. 2024-06-0656

Approved Budget for the Contract : 12,738,000.00





Republic of the Philippines  
PROCUREMENT DEPARTMENT  
Quezon City Government



PO Number **2406020**

Purchase Order Date: **JUN 20 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-24-HLMF-0795
Company Name	: LXS TRADING	Mode of Procurement	: Public Bidding
Address	: 2910 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	: 24-PB-443
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	: 238-643-432-000
		Contact Number	: 0916-4135072

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 : Upon request by the end-user until December 31, 2024  
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
2	Food and Drinks for Three (3) days - Breakfast - AM Snack - Lunch - Pm Snack - Dinner  INTEGRATED PLANNING ON INCIDENT COMMAND SYSTEM (IPICS)  Hotel Accommodation, (5 days, 4 nights, hotel room, free use of function room, sound system, chairs and table), Food and Drinks (Breakfast, AM Snack, Lunch, PM Snack, and Dinner) with free flowing coffee and water dispenser, banners, participant's kit, training materials, 75 pax per batch, 4 batches  Inclusive of: 1 piece - Banner 4ft x 8ft 1 piece - Banner 2ft x 4ft  Participants kit: (1 each per pax) Envelope cloth Identification Card Ballpen Handbook Notebook  Training Materials:	lot	1	3,299,850.00	3,299,850.00

MA. JOSEFINA G. BELMONTE  
City Mayor

ANGELICA T. COUS  
Signature Over Printed Name of Supplier / Date 6/20/2024

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : NO. 2124-02. 02505

Approved Budget for the Contract : 12,738,000.00



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



PO Number **2406020**

**Purchase Order** Date: **JUN 20 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	: QCDRRMO-24-HLMF-0795
Company Name	: LXS TRADING	Mode of Procurement	: Public Bidding
Address	: 2910 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	: 24-PB-443
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	: 238-643-432-000
		Contact Number	: 0916-4135072

**Sir/Madam:**

**Please furnish this office the following articles subject to the terms and conditions contained here:**

<b>Place of Delivery :</b> Upon end-user's instruction subject to proper coordination with CGSD	<b>Delivery Schedule :</b> Upon request by the end-user until December 31, 2024
<b>Payment Term :</b> Credit	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	Flipchart - 39 pieces Marking Pen - 39 pieces Whiteboard marker - 39 pieces Certificate Holder - 1 piece per pax Certificate Paper - 1 piece per pax  Food and Drinks for Five (5) days - Breakfast - AM Snack - Lunch - Pm Snack - Dinner ✓				
3	ALL-HAZARDS INCIDENT MANAGEMENT TEAM (AHIMT) ✓ Hotel Accommodation, (5 days, 4 nights, hotel room, free use of function room, sound system, chairs and table), Food and Drinks (Breakfast, AM Snack, Lunch, PM Snack, and Dinner) with free flowing coffee and water dispenser, banners, participant's kit, training materials, 74 pax per batch, 4 batches  Inclusive of: 1 piece - Banner 4ft x 8ft 1 piece - Banner 2ft x 4ft  Participants kit: (1 each per pax) Envelope cloth Identification Card ✓	lot ✓	1 ✓	3,255,852.00	3,255,852.00 ✓

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

**ANGELICA T. SOLIS** 6/20/2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 12,738,000.00**

**OBR : NO. 2024, 02 - 06/20/24**





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



PO Number **2406020**

**Purchase Order** Date: **JUN 20 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	:QCDRRMO-24-HLMF-0795
Company Name	: LXS TRADING	Mode of Procurement	:Public Bidding
Address	: 2910 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	:24-PB-443
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	:238-643-432-000
		Contact Number	:0916-4135072

**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 :** Upon request by the end-user until December 31, 2024  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
4	Ballpen Handbook Notebook  Training Materials: Flipchart - 34 pieces Marking Pen - 34 pieces Whiteboard marker - 34 pieces Certificate Holder - 1 piece per pax Certificate Paper - 1 piece per pax  Food and Drinks for Five (5) days - Breakfast - AM Snack - Lunch - Pm Snack - Dinner  TRAINING FOR INSTRUCTORS  Hotel Accommodation, (5 days, 4 nights, hotel room, free use of function room, sound system, chairs and table), Food and Drinks (Breakfast, AM Snack, Lunch, PM Snack, and Dinner) with free flowing coffee and water dispenser, banners, participant's kit, training materials, 50 pax per batch, 2 batches  Inclusive of:	lot	1	1,099,950.00	1,099,950.00

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

**ANGELICA T. COLES** 6/20/2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 12,738,000.00**

**OBR : MD-2024-06. 02505**



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



PO Number **2406020**

**Purchase Order** Date: **JUN 20 2024**

Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	:QCDRRMO-24-HLMF-0795
Company Name	: LXS TRADING	Mode of Procurement	:Public Bidding
Address	: 2910 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	:24-PB-443
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	:238-643-432-000
		Contact Number	:0916-4135072

**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 :** Upon request by the end-user until December 31, 2024  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	1 piece - Banner 4ft x 8ft 1 piece - Banner 2ft x 4ft  Participants kit: (1 each per pax) Envelope cloth Identification Card Ballpen Handbook Notebook  Training Materials: ✓  Flipchart - 38 pieces Marking Pen - 38 pieces Whiteboard marker - 38 pieces Certificate Holder - 1 piece per pax Certificate Paper - 1 piece per pax  Food and Drinks for Five (5) days - Breakfast - AM Snack - Lunch - Pm Snack - Dinner DETAILED TECHNICAL SPECIFICATIONS FOR ALL TRAININGS BANNER				

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	<b>ANGELICA TRISQUE</b> Signature Over Printed Name of Supplier / Date <b>6/20/2024</b>
<b>Funds Available:</b>  <b>RUBY G. MANANGU</b> City Accountant	<b>OBR :</b> <b>NO. 2024-06-06805</b>  <b>Approved Budget for the Contract :</b> 12,738,000.00





Procuring Unit	: QUEZON CITY DISASTER RISK REDUCTION AND MANAGEMENT OFFICE	Project Number	:QCDRRMO-24-HLMF-0795
Company Name	: LXS TRADING	Mode of Procurement	:Public Bidding
Address	: 2910 Suntrust Capitol Plaza, Matalino St., Brgy. Central, Quezon City	Resolution No.	:24-PB-443
Business Type	: Sole Proprietorship Registration #1441303	TIN Number	:238-643-432-000
		Contact Number	:0916-4135072

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

<b>Place of Delivery :</b> Upon end-user's instruction subject to proper coordination with CGSD	<b>Delivery Schedule :</b> Upon request by the end-user until December 31, 2024
<b>Payment Term :</b> Credit	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	TARPAULIN, 4ft. x 8ft., PVC vinyl flex banner, print with seminar subject				
	TARPAULIN, 2ft. x 4ft., PVC vinyl flex banner, print with seminar subject				
	PARTICIPANT'S KIT				
	Envelope cloth - oxford cloth waterproof document holder with double layer mesh envelope document holder PVC organizer storage bag 13 inches x 9.5 inches/34cm x 24cm				
	Identification Card – 10.8cm x 6.5cm PVC card with name indicated and office's logo together with a QR code at the back				
	Ballpen - fine point, point size: 0.5mm, color: black				
	Handbook Customized - 8 ½ inches x 11 inches printed with subject seminar				
	Notebook - weight (55gsm, -5%), bond, thickness (0.075mm) size (150mm x 225mm) 40 leaves				
	TRAINING MATERIALS:				
	Flipchart - color: white, 50 sheets, 34 inches x 22 inches				
	Marking Pen - refillable, waterproof-permanent, dries instantly				

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	<b>ANGELICA T. SOLIC</b> 6/20/2024 Signature Over Printed Name of Supplier / Date
---	--

<b>Funds Available:</b>	<b>OBR :</b> <i>MD. ANNE OR. 06505</i>
<b>RUBY G. MANANGU</b> City Accountant	<b>Approved Budget for the Contract :</b> 12,738,000.00

## 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 20 2024 and to expire on - DEC 31 2024.

CONFORME:

ANITA R. SOLIC  
SIGNATURE OVER PRINTED NAME

General Manager  
IN THE CAPACITY OF

6/20/2024  
DATE

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