



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2406036**

Purchase Order Date: **JUL 01 2024**

Procuring Unit	: QUEZON CITY UNIVERSITY	Project Number	: QCU-24-FURNITURE-0555
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-459
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 : Upon end-user's instruction subject to proper coordination with CGSD	Delivery Schedule : Sixty (60) Calendar Days
Payment Term : Credit	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	ADMINISTRATIVE SERVICES SUPPORT PROGRAM				
1	ALUMINUM RACK WITH SINK 84 cm x 45 cm x 83 cm (lwh) Aluminum PVC and Aluminum Coated	piece	6	7,157.00	42,942.00
2	CONFERENCE CHAIR Dimension: 440 mm L x 575 mm W x 828 mm H Mid Back Leather Finish Chair Sled Legs in high quality steel Chrome Finish Warranty: 60 days	unit	10	4,025.00	40,250.00
3	CONFERENCE TABLE With Melamine-finish to protect the surface from stains and scratches Angled table legs for structure stability With 10-person comfortable seating capacity Color: Brown Oak/Black Dimensions: 240(W) x 120(D) x 75(H)cm Weight: 82 kilograms	unit	1	31,492.00	31,492.00
4	EXECUTIVE TABLE In Melamine finish to protect its surface and edges from scratches and stains Comes with 3-drawer side return for storage convenience With Modesty Color: Pine and Dark Gray Dimensions - Main Table: 180(W) x 80(D) x 75(H) cm Dimensions - Side Return: 160(W) x 40(D) x 69(H) cm Weight: 100 kilograms	unit	1	43,742.00	43,742.00
5	FILING CABINET Fully fireproof vertical filing cabinet for important file folders and documents, made with extremely durable materials to withstand fire	unit	6	53,820.00	322,920.00

MA. JOSEFINA G. BELMONTE City Mayor	 VENUS T. PERRY 7-10-2020 Signature Over Printed Name of Supplier / Date
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Funds Available:	OBR : MD. 2024-06-0600
RUBY G. MANANGU City Accountant	Approved Budget for the Contract : 2,755,968.50



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6	Dimensions: 52 inches H x 19-3/4 inches W x 29 inches D, Finish: Enamel, Steel thickness: 0.9 mm - 1.0 mm, 4 Drawers, Full extension double ball bearing drawer slides, Dial combination lock, Built-in cardholders, Built-in handles, 3-4 hours fire resistant, Wrinkle Gray, frame with casters OPEN SHELVES – 5 LAYERS High quality cold-rolled steel, gauge 22 for shelving, adjustable shelves, powder coated finish 900 mm W x 450 mm L x 450 mm D x 650 mm H	unit	20	18,760.00	375,200.00
7	RECEPTION COUNTER Main Table: 1600 mm L x 600 mm D x 1100 mm H Structure: 25mm Melamine Finish: MFC Laminated available in 9 plus colors Top: 25mm thick board Cabinet carcass in 18mm thick HPL laminated melamine board Sidings in 2mm PVC edge band Max Weight Capacity: 70 kilograms	unit	1	56,535.00	56,535.00
8	SERVER RACK 22U • Inexpensive 22U Server Rack Cabinet for rack server, patch panels or rack mount switches • Delivered Knocked down for self-assembly. Assembly instructions included • Comes with one fixed shelf • Additional Shelves, Cable Management Mounding and Power Distribution Unit sold separately • Painted steel ensures durability • Clear swing door lockable front panel with key • Tempered Glass Front door with Lock • Rear metal door with lock	unit	1	25,200.00	25,200.00

MA. JOSEFINA G. BELMONTE
City Mayor

Venus T. Terry 7-10-2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : NO - 2024 - 06 - 00000

Approved Budget for the Contract : 2,755,968.50



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none">• Metal sides with removable panels• Rear lockable wheel casters• Front fixed stands• Strategically situated ventilation vents• 2 x 220v 12cm Exhaust Fans (Top Mount)• One shelves• Outside Height without stand: 107 cm• Outside Height with stand: 115 cm• Outside Width: 600 mm• Outside Depth: 600 mm• Inside Depth: 21 inches• Inside Width: 21 inches• Inside Height: 39 inches• Inside Height wall to wall: 42 inches• Inside Width wall to wall: 23 inches• Inside Depth wall to wall: 23 inches• Rack mount Width: 19 inches• Rack mount Depth (Max adjustable): 20 inches• Cabinet Actual Weight: 48 kilograms• Cabinet Shipping Dim Weight: 85 kilograms ACADEMIC PROGRAM				
9	15 DOOR LOCKER Steel Locker, padlock type Dimension: W 90 x D 40 x H 185 cm, Light Gray Finish	unit	2	23,140.00	46,280.00
10	FREE STANDING TABLE 1.2 m x 0.60 m (19c), High Pressure laminated top, color: light brown (wood grain) powder coated metal legs with drawer (powder coated with lock) color code - off white 1.2 m L x 0.60 m W x 0.75 m H	unit	30	22,491.00	674,730.00

MA. JOSEFINA G. BELMONTE
City Mayor

VENUS J. TERRY 7-10-2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 2,755,968.50

OBR : No. 2024-06-176 on



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
11	LOCKER CABINET (FOR ACCREDITATION) 12 Door Cabinet Heavy gauge cold-rolled steel plate Pre-treatment: Water wash, Chemical wash, Phosphating Finish: Durable Electrostatic powder coating Fittings: Index holder, keyed Camlock or Padlock latch Accessories: 24 keys, assembly screws Color: Light gray Dimensions: 90 (W) x 40 (D) x 185 (H) cm	unit	12	16,900.00	202,800.00
12	PRO STANDING DESK (BLACK TABLE/LEGS) Easy-to-Use Press Controller: makes height adjustment easy Easy Assembly: Installation is as easy as 1-2-3 Eco-Friendly Particle Board: features heavy-duty and moisture resistance (TSCA Title VI compliant) Leveling Feet: adapt to most uneven floor or surface	piece	2	34,177.00	68,354.00
13	STEEL SHELVES – BOLTLESS Boltless, adjustable shelves H 2100 mm x W 120 mm x D 400 mm Gauge 20 (0.953mm) cold rolled steel powder coated or enamel finish, 80 to 100 kilo per layer capacity, complete with wheel caster	unit	5	16,248.70	81,243.50
14	WORKING TABLE FOR LABORATORY 72 x 30 x 30 inches steel legs can carry up to 100 kilograms Laminated top Black frame, Tubular steel, fully welded at all joints. No need to assemble Custom frame with foot rest Curved corners	unit	30	15,750.00	472,500.00
15	WORK SPACE TABLE Ergonomic	piece	15	8,690.00	130,350.00

MA. JOSEFINA G. BELMONTE City Mayor	VENUS T. JERRY Signature Over Printed Name of Supplier / Date 7-10-2024
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Funds Available: RUBY G. MANANGU City Accountant	OBR : <i>no. 2024-10-10000</i> Approved Budget for the Contract : 2,755,968.50
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16	The table frame is welded firmly together to strengthen its foundation, and the water resistant tabletop is durable and easy to clean Dimensions: 120 cm x 60 cm Powder-Coated Metal Frame (Welded Together) Laminated and Edged, Water Resistant Table Top Color and Size Options for Style and Preference Anti-Scratch, Height-Adjustable Footings for Leveling Load Capacity Up to 200 kilograms ✓ RIFLE ARM-RACK 50 rifles per rack with lock (custom fabrication) ✓	unit	4	35,350.00	141,400.00

Total Amount : 2,755,938.50

Total Amount In Words (Pesos): Two Million Seven Hundred Fifty-Five Thousand Nine Hundred Thirty-Eight Pesos and 50/100 Only

MA. JOSEFINA G. BELMONTE City Mayor		VENUS T. PERKES 7-10-2024 Signature Over Printed Name of Supplier / Date
Funds Available: RUBY G. MANANGU City Accountant	Approved Budget for the Contract : 2,755,968.50	OBR : MW-2024-02-05603

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 10 2024 and to expire on -

CONFORME:

SIGNATURE OVER PRINTED NAME

IN THE CAPACITY OF

DATE

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

COMPANY NAME

SUBSCRIBED AND SWORN to before me this 10 JUL 2024 day of JULY, QUEZON CITY, 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 SENION CAYEN ID with his/her photograph and signature appearing thereon with No. 1500000829265.

Doc. No. 517

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Book No. XXXVII

Series of 2024

ATTY. RIZAL JOSE F. VALMORES

NOTARY PUBLIC

UNTIL DECEMBER 31, 2024

ADM. MATR. NO. 153

PTR NO. 5091994D 01-02-2024 / Q.C.

IBP NO. 329024 / 12-15-2023 / Q.C.

ROLL NO. 28535

MOBILE NO. 0917830071 / 04-12-2024
Add. #473 Boni Sarallo Road, Barangay
San Roque, Murphy, Quezon City

***This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)