



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2406045**

Purchase Order Date: **JUL 03 2024**

Procuring Unit	: CITY GENERAL SERVICES DEPARTMENT	Project Number	: CGSD-24-VRM-0361B
Company Name	: ALVCO TRADING AND CONTRACTOR	Mode of Procurement	: Negotiated 53.1
Address	: 48 Saint Martin St. Rosalia Village, Tandang Sora Quezon City/299 Purok 5 Masile, Calamba City Province of Laguna	Resolution No.	: 24-A-130
Business Type	: Sole Proprietorship Registration #1387516	TIN Number	: 149-787-016-000
		Contact Number	: 936-4514

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 Upon Issuance of Notice to Proceed until December 31, 2024
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1.	<p>CORRECTIVE REPAIR AND MAINTENANCE SERVICE OF CITY-OWNED MOTORCYCLES (PARTS AND LABOR)</p> <p>Coverage: This Project shall cover the following fleet of city-owned light motor vehicles under the administrative control and supervision of the CGSD:</p> <p>Type of Vehicles:</p> <ul style="list-style-type: none">YAMAHA/JR/NMAXKAWASAKIHONDAMOTOR STARSUZUKI 125KYMCOPMR100 <p>Scope of Project</p> <p>CORRECTIVE AND PREVENTIVE MAINTENANCE: Corrective Maintenance - refers to maintenance services that rectify and repair defective functional systems of a motorcycle which may be discovered while performing routine inspection, regular preventive maintenance or emergency, sudden, and un-predetermined vehicles' malfunctions due to wear and tear and/or damages resulting from a vehicular accident.</p> <p>Preventive Maintenance – refers to the performance of regularly scheduled of maintenance procedures of a motorcycle to prevent</p>	lot	1	560,877.00	560,877.00

MA. JOSEFINA G. BELMONTE
City Mayor

Ryan Belmonte 7/5/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 566,606.00

OBR : NO. 2024-02. 04725



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	<p>possibility of malfunctions by adhering to and/or exceeding the motorcycle manufacturer's recommended minimum maintenance requirements.</p> <p>The following corrective and preventive maintenance services are covered by the scope of work of this Project:</p> <ul style="list-style-type: none">• Greasing• Wheel Alignment• Vulcanizing• Electrical Works• Engine Overhaul• Body repair and painting• Upholstery• Replacement of tires• Replacement of batteries• Replacement of Sprocket and Chain• Replacement of pulley ball bearing and belts• Replacement of brake-pad and brake shoe• Replacement of shock absorber <p>Other services including the needed spare parts, materials and supplies, which are not included in item enumerated above may also be covered by this TOR in lieu thereof, provided however, that its costs will not result in excess of the ABC stated in the Terms of Reference (Section XII).</p> <p>Delivery Period of Maintenance Services</p> <p>The following maintenance services shall be performed and completed/delivered within the period stated below:</p>				

MA. JOSEFINA G. BELMONTE
City Mayor

Ryan Guillermo 7/5/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 566,606.00

OBR : Mr. May. R. Ortiz



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	No./Nature of ServiceCompletion/Delivery Period (in Calendar Days) 1.Greasing all bearing/ 2 days 2.Wheel Alignment/ 2 days 3.Vulcanizing/ 1 day 4.Electrical Works/ 7 days 5.Engine overhaul/ 15 days 6.Body repair and painting/15 days 7.Upholstery/ 2 days 8.Replacement of tires/ 2 days 9.Replacement of batteries/ 2 days 10.Replacement of sprocket and chain/ 4 days 11.Replacement of pulley ball bearing and belt/ 4 days 12.Replacement of brake pad and brake shoe/3 days 13.Replacement of shock absorber/ 3 days Terms of Payment: Claims for payment shall be done by the Service Provider on a "monthly basis" in accordance with the terms and conditions of the contract, supported by the following basic documents, in addition to the documentary requirements mandated by existing COA Rules and Regulations: <ul style="list-style-type: none">Summary of Monthly Job Order Services Rendered/Completed;Statement of Account;Sales Invoice/s;Approved "Job Order Request" Form duly acknowledged and accepted by the head of the Motorpool Division and by the head of				

MA. JOSEFINA G. BELMONTE City Mayor	 Ryan Guillermo 7/5/2024 Signature Over Printed Name of Supplier / Date
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Funds Available: RUBY G. MANANGU City Accountant	OBR : <i>149-787-016-000</i> Approved Budget for the Contract : 566,606.00
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Delivery Schedule Upon Issuance of Notice to Proceed until December 31, 2024

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	the End-user; · Duly accomplished and signed Pre-repair/Post-repair Inspection Report; and · Copy of the Contract with the Service Provider (With attached Terms of Reference which will form an integral part of this Purchase Order)				

Total Amount : **560,877.00**

Total Amount In Words (Pesos): Five Hundred Sixty- Thousand Eight Hundred Seventy-Seven Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Ryan Belthorne 7/5/2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 566,606.00

OBR : 100-2124-06, 06725

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 - DEC 31 2024

CONFORME:

Ran Buluma
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

9/5/2024
DATE

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

Alce Trading and Int.
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)**