



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2406060**

Purchase Order Date: **JUL 04 2024**

Procuring Unit	: QUEZON CITY DRUG TREATMENT AND REHABILITATION CENTER (TAHANAN)	Project Number	: QCDTRC(TAHANAN)-24-OSD-0723B
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-482
Business Type	: Sole Proprietorship Registration #3865069	TIN Number	: 612-298-283-00000
		Contact Number	: 09178214319

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 : Thirty (30) Calendar Days
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	PAPER, multi-purpose copy 70gsm, sub 20, size: A4, color: white	ream	150	306.00	45,900.00
2	PAPER, multi-purpose copy 70gsm, sub 20, size: legal, color: white	ream	150	338.00	50,700.00
3	PAPER, multi-purpose copy 80gsm, sub-24, size: A4, color: white	ream	150	345.00	51,750.00
4	PAPER, multi-purpose copy 80gsm, sub-24, size: legal, color: white	ream	150	377.00	56,550.00
5	PAPER CLIP vinyl/plastic coated, 33mm, color: assorted, 100 pieces/box	box	27	25.00	675.00
6	PAPER CLIP vinyl/plastic coated, 50mm, color: assorted, 100 pieces/box	box	20	43.00	860.00
7	PENCIL SHARPENER, attr: 1-hole, color: assorted colors, sharp and durable steel blades for smooth sharpening and long-lasting performance	piece	5	350.00	1,750.00
8	PENCIL, medium #2 with black lead, color: yellow, 12 pieces/box	piece	150	165.00	24,750.00
9	PUNCHER, 2-hole with handle lock, adjustable paper gauge, hole distance: 70mm	piece	5	590.00	2,950.00
10	RECORD BOOK, color: blue, packing size: 300 pages	piece	100	103.00	10,300.00
11	RECORD BOOK, color: blue, packing size: 500 pages	piece	100	122.00	12,200.00
12	RULER, plastic clear 12 inches	piece	12	20.80	249.60
13	SCISSORS, size: 17cm, with soft inner handles	piece	13	41.60	540.80
14	SIGN PEN, color: blue, pen tip size: 0.3 mm	piece	150	103.00	15,450.00
15	SIGN PEN, color: blue, pen tip size: 0.3 mm	piece	150	103.00	15,450.00
16	STAPLER WITH STAPLE REMOVER, staple size: #35, color: assorted	piece	10	130.00	1,300.00
17	STAPLER REMOVER, handy grip surface, metal jaws and coated finish, color: assorted colors	piece	20	47.84	956.80
18	SPECIALTY BOARD PAPER, 220gsm letter size, 10's/pack, cream	pack	40	45.00	1,800.00
19	TAPE TRANSPARENT, color: clear, width: 24mm x 30m	piece	30	48.00	1,440.00
20	TAPE TRANSPARENT, color: clear, width: 48mm x 100m	piece	30	59.00	1,770.00

MA. JOSEFINA G. BELMONTE
City Mayor

RAFAEL C. LADARI 7-9-2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 419,675.20

OBR : 18-2024-06-0768



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21	STICKER PAPER, A4, Matte, printable, 10 sheets/pack	pack	20	78.00	1,560.00
22	MANILA PAPER, 10's/pack	pack	10	55.00	550.00
23	Ball pen, Black, Crystal Water Gel 25 pieces/box	box	40	218.40	8,736.00
24	Ball pen, Blue, Crystal Water Gel 25 pieces/box	box	30	218.40	6,552.00
25	COLORED PAPER, assorted vibrant colors, 8 1/2 inches x 11 inches, 80gsm, 250's/pack	pack	20	337.00	6,740.00
26	CREPE PAPER, assorted color	piece	200	20.00	4,000.00
27	GLUE STICK, hot melt, big 4's/pack	pack	10	94.00	940.00
28	ILLUSTRATION BOARD, (30 inches x 40 inches) 1 whole 760mm x 1000mm, 860gsm, 1.30mm thickness, double face (black and white), smooth finish	piece	10	598.00	5,980.00
29	METALIC FOIL, assorted color (gold, silver, red and green)	piece	100	26.00	2,600.00
30	TAPE ELECTRICAL, black vinyl 0.16mm x 19mm x 16m, resists high voltages	piece	30	51.00	1,530.00
31	TAPE, MASKING, color: cream, width: 24mm x 20y	piece	30	39.00	1,170.00
32	TAPE, MASKING, color: cream, width: 48mm x 20y	piece	20	78.00	1,560.00
33	FELT PAPER, 27 inches x 21 inches, (12 pieces pink and violet)	piece	24	56.00	1,344.00
34	GLUE GUN, hot melt, big	piece	1	358.00	358.00
35	CARTOLINA, 10 pieces/pack, white	pack	2	124.00	248.00
36	BULLETIN CORK BOARD, with Silver Aluminum Frame 4 ft. x 8 ft., Wall Type	piece	1	8,877.00	8,877.00
37	INK, for Blue BPS 350 Digital Duplicator	piece	4	1,700.00	6,800.00
38	MASTER ROLL, for Blue BPS 350 Digital Duplicator	piece	1	5,830.00	5,830.00
39	INK, BT60BK Black, for Brother DCP-T420W, bottle	bottle	40	514.00	20,560.00
40	INK, BT5000 Cyan, for Brother DCP-T420W, bottle	bottle	10	514.00	5,140.00
41	INK, BT5000 Magenta, for Brother DCP-T420W, bottle	bottle	10	514.00	5,140.00

MA. JOSEFINA G. BELMONTE
City Mayor

RAFAEL S. SANDARI 7-9-2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 419,675.20

OBR : 1A - 2024 - 06 - 6764



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2406060**

Purchase Order Date: **JUL 04 2024**

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
42	INK, BT5000 Yellow, for Brother DCP-T420W, bottle	bottle	10	514.00	5,140.00
43	TONER, Black for Sharp BP-30M28	piece	1	12,630.00	12,630.00
44	DRUM, for Sharp BP-30M28	piece	1	4,200.00	4,200.00
45	ERASER, dust free, white	piece	180	8.10	1,458.00
46	FOLDER, Brown Kraft Paper, legal size, 100 pieces per pack	pack	10	234.00	2,340.00

Total Amount : 419,325.20

Total Amount In Words (Pesos):Four Hundred Nineteen Thousand Three Hundred Twenty-Five Pesos and 20/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



RAFAEL E. SANDARI 7-9-2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 419,675.20

OBR : 10 - 2024 - OG - 6764

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 09 2024 and to expire on - AUG 08 2024.

CONFORME:

RAFAEL C. CANDARI
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
IN THE CAPACITY OF

7-9-2024
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)