



Republic of the Philippines
PROCUREMENT DEPARTMENT
 Quezon City Government



PO Number **2406059**

Purchase Order Date: **JUL 04 2024**

Procuring Unit : PROCUREMENT DEPARTMENT	Project Number : PD-24-OSD-1018
Company Name : ALX OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Public Bidding
Address : 514-C Natividad St., Brgy. 63 Zone 8, Pasay City	Resolution No. : 24-PB-473
Business Type : Sole Proprietorship Registration #1568215	TIN Number : 341-643-935-00000
	Contact Number : 0916-331-5923

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	Ballpen, ballpoint, retractable, fine 0.5mm, black, 12 pieces/box	box	20	682.50	13,650.00
2	Ballpen, ballpoint, retractable, fine 0.5mm, blue, 12 pieces/box	box	10	682.50	6,825.00
3	Ballpen, ballpoint, retractable, fine 0.5mm, red, 12 pieces/box	box	10	682.50	6,825.00
4	Battery, rechargeable, AA, 4 pieces/pack	pack	50	117.00	5,850.00
5	Binder Clip, ¾ inch, 12 pieces/box	box	50	26.00	1,300.00
6	Binder Clip, 1 inch, 12 pieces/box	box	50	39.00	1,950.00
7	Binder Clip, 1 ¼ inches, 12 pieces/box	box	50	52.00	2,600.00
8	Binder Clip, 2 inches, 12 pieces/box	box	30	117.00	3,510.00
9	Calculator, mini desk type, 16 digits, dual power	piece	10	747.50	7,475.00
10	Cutter, handheld, medium size	piece	20	128.70	2,574.00
11	Folder, 15PTS, legal, white, 5 pieces/pack	pack	100	65.00	6,500.00
12	Gel Pen, 0.5mm, assorted color, 10 pieces/pack	pack	30	325.00	9,750.00
13	Glue Stick, all-purpose, non-toxic, 15g	piece	50	65.00	3,250.00
14	Highlighter, chisel type, blue, 10 pieces/box	box	5	403.00	2,015.00
15	Highlighter, chisel type, green, 10 pieces/box	box	5	403.00	2,015.00
16	Highlighter, chisel type, orange, 10 pieces/box	box	5	403.00	2,015.00
17	Highlighter, chisel type, yellow, 10 pieces/box	box	5	403.00	2,015.00
18	Paper, multi-copy, 80gsm, legal, 500 pieces/ream	ream	500	440.44	220,220.00
19	Paper, multi-copy, 80gsm, A3, 500 pieces/ream	ream	10	917.80	9,178.00
20	Paper Clip, vinyl coated, 33mm, 100 pieces/box	box	50	40.30	2,015.00
21	Paper Clip, vinyl coated, 50mm, 100 pieces/box	box	50	87.10	4,355.00
22	Rubber Band, all-purpose, flat, 350gms, natural	box	10	262.60	2,626.00
23	Record Book Mini, 300 pages	piece	70	84.50	5,915.00
24	Record Book Mini, 500 pages	piece	70	130.00	9,100.00
25	Ruler, plastic, 18 inches	piece	30	46.80	1,404.00
26	Scissors, stainless with plastic handle, 7.5 inches	piece	50	45.50	2,275.00

MA. JOSEFINA G. BELMONTE
 City Mayor

MARIA ROSALIE CAUZ 7-26-24
 Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
 City Accountant

OBR : TRUST FUND

Approved Budget for the Contract : 674,596.00



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
27	Sign Pen Refill, high-tech point 0.5mm, blue, 12 pieces/box	box	5	780.00	3,900.00
28	Sign Pen Refill, high-tech point 0.7mm, blue, 12 pieces/box	box	5	780.00	3,900.00
29	Sign Pen, point 0.5mm, retractable, blue	piece	60	110.50	6,630.00
30	Sign Pen, point 0.7mm, retractable, blue	piece	24	110.50	2,652.00
31	Sign Pen, point 0.5mm, retractable, black	piece	60	110.50	6,630.00
32	Stapler, fit staple No. 35, full strip	piece	30	427.70	12,831.00
33	Staple Wire Remover, plier type, stainless steel	piece	20	118.30	2,366.00
34	Sticky Note, Flags, with "SIGN HERE" and arrow, 1 x 1.7 inches, 50 sheets/pad	pad	30	234.00	7,020.00
35	Sticky Note, Tags, 1 x 3 inches, assorted colors, 100 sheets/pad	pad	50	37.70	1,885.00
36	Sticky Note, 1 1/2 x 1 1/2 inches, assorted colors, 100 sheets/pad	pad	50	37.70	1,885.00
37	Sticky Note, 1 1/2 x 2 inches, assorted colors, 100 sheets/pad	pad	50	37.70	1,885.00
38	Sticky Note, 2 x 3 inches, translucent, 100 sheets/pad	pad	20	240.50	4,810.00
39	Alcohol, 70% Isopropyl, with moisturizer, antiseptic, disinfectant and dermatologist-tested, 500ml	bottle	750	143.00	107,250.00
40	Air Freshener Spray, any scent, 320ml	can	20	299.00	5,980.00
41	Disinfectant Spray, any scent, 170g	can	50	325.00	16,250.00
42	Face Mask, KF94, 10 pieces/pack	pack	500	45.50	22,750.00
43	Liquid Hand Soap Refill, 420ml	piece	50	211.90	10,595.00
44	Round Rags, 2kg/pack	pack	50	156.00	7,800.00
45	Tissue Paper, interfolded paper towel, 1 ply, 175 pulls per pack, 100% virgin pulp	pack	750	91.00	68,250.00
46	Trash Bag, translucent, extra-large, 10 pieces/roll	pack	50	166.40	8,320.00

MA. JOSEFINA G. BELMONTE
City Mayor

MARIA ROSALITE
Signature Over Printed Name of Supplier / Date **7-26-24**

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 674,596.00

OBR : TRUST FUND
2024-07-07



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PROCUREMENT DEPARTMENT
 Quezon City Government



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	Contact Number : 0916-331-5923

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
47	TV Stand Mount, Compatible for 37 inches to 70 inches LED LCD Television, Features: Height Adjustable TV mount Free-Tilting Design, Tilt Range: +10°~-10° Height Adjustable Equipment Shelf Heavy Duty Casters, Specifications: Weight Capacity: 40kg Material: Steel Finish: Powder Coated Color: Black Dimensions: 27.6 inches x 27.6 inches x 67.5 inches Inclusions: Allen Wrench and Screws	piece	4	8,450.00	33,800.00

Total Amount : 674,596.00

Total Amount In Words (Pesos): Six Hundred Seventy-Four Thousand Five Hundred Ninety Six Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
 City Mayor



MARIA ROSALIE ANZ 7-26-24
 Signature Over Printed Name of Supplier / Date

Funds Available:
RUBY G. MANANGU
 City Accountant

Approved Budget for the Contract : 674,596.00

(204 0700-02-07-001)
OBR : TRUST FUND
320-2024-07-078

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 26 2024 and to expire on - AUG 25 2024

CONFORME:

MARIA ROSALIE CRUZ
 SIGNATURE OVER PRINTED NAME

AUTHORISED REPRESENTATIVE 7-26-24
 IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of ALX OFFICE AND SCHOOL SUPPLIES 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)**

Handwritten mark