



Procuring Unit : SOCIAL SERVICES DEVELOPMENT DEPARTMENT Project Number :SSDD-24-EMS-1232
Company Name : R. QUINTOS ENTERPRISES Mode of Procurement :Public Bidding
Address : #28 Margarita Bldg., Matalino St., Brgy. Central, Quezon City Resolution No. :24-PB-666
Business Type : Sole Proprietorship Registration #1102800 TIN Number :239-845-193-000
Contact Number :09157504360

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 of the end-user not to exceed December 31, 2024
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	CRAYONS- jumbo, 8 colors/pack, non-toxic, packed in customized box with print as per end-user's approved design	pack	24,510	125.00	3,063,750.00
2	WRITING PAD PAPER – approx. 75-80 leaves, size: approx. 21cm (L) x 14cm (H) customized back cover with end-user's approved printing design, two (2) pads per kit	kit	24,510	125.00	3,063,750.00
3	JUMBO PENCIL – length: approx. 19cm including eraser tip, two (2) pieces per kit with customized print as per end-user's approved printing design	kit	24,510	75.00	1,838,250.00
4	SCISSOR – 5 inches, rounded tip with plastic handle, assorted color, stainless steel, good quality	piece	24,510	30.90	757,359.00
5	BAG – backpack, red, made with polyrubber 600 x 600 with print, body measurement: H-13 inches, L-11.5 inches, W-3.5 inches with full silver Taffeta inner lining, red zipper and nickel slider. Top handle nylon webbing loop and Red PE foam back strap 12 inches with 2 Black ladder lock. Front pocket: H-10 inches, L-9.25 inches, W-1 inch made with PVC Nylon, 2 Red zipper and 2 Nickel Slider, DTF Print: QC and SSDD logo 2.5 inches, 2 Side pocket made of White mesh and ½ inch White garter	piece	24,510	549.00	13,455,990.00
6	WRITING NOTEBOOK - approx. 75-80 leaves, size: approx. 15cm (L) x 20cm (H) One (1) piece per kit, perfect bind, Customized front cover with end user's approved printing design	piece	24,510	69.00	1,691,190.00
7	QUEZON CITY LANYARD - color: Red with white print of QUEZON CITY CHILD DEVELOPMENT CENTER, font: Arial (bold), font-size: 20, all capitalized, Polyester ID lace, 16 inches long, buckle with ID hook	piece	24,510	81.50	1,997,565.00
8	ID CARD HOLDER - with zip lock, with heavy-duty clear plastic ID size: A6	piece	24,510	52.50	1,286,775.00
9	TUMBLER - 350ml, Red, stainless vacuum flask with customized box, 19.3cm (H) x 6.5cm (W) from the bottom to the topmost part, 6.5cm in diameter, 213g net weight without packaging	piece	24,510	368.20	9,024,582.00

Total Amount : **36,179,211.00**

Total Amount In Words (Pesos): Thirty-Six Million One Hundred Seventy-Nine Thousand Two Hundred Eleven Pesos and 00/100 Only

MA. JOSEFINA G. BELMONTE
City Mayor



Rhea H. Quintos / 9-19-2024
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 36,203,721.00

OBR : 100-2024-09-09054

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 SEP 19 2024 and to expire on -

CONFORME

Rhea H. Quintos

SIGNATURE OVER PRINTED NAME

Proprietress

IN THE CAPACITY OF

DATE

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

R. Quintos Enterprises

COMPANY NAME

SUBSCRIBED AND SWORN to before me this 19 day of SEP 2024 at 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 PASSPORT ID with his/her photograph and signature appearing thereon with No. PG952074A - APRIL 12, 2018 issuance date

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Series of 2024

ATTY. RIZAL JOSE F. VALMORES

NOTARY PUBLIC

UNTIL DECEMBER 31, 2024

ADM. MATTER NO. 153

PTR NO. 5091984D 01-02-2024 / Q.C.

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

RJ: JMO 28435

MCLE NO. 101-2024-05-07-2024

Add. #475 Bonifacio Road, Barangay

San Roque, Murphy, Quezon City

***This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Pnp2,500,000.00 and above only)