



Procuring Unit	: CITY GENERAL SERVICES DEPARTMENT	Project Number	:CGSD-24-GRMS-1237B
Company Name	: ASTRAN MARKETING & GEN. CONTRACTOR, INC.	Mode of Procurement	:Public Bidding
Address	: Unit 1407 Suntrust Capitol Plaza, Matalino Street Barangay Central, Quezon City	Resolution No.	:24-PB-814
Business Type	: Corporation Registration #CS200818268	TIN Number	:007-185-546-000
		Contact Number	:0977-7271687

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
	6	Civic Center D	6 <sup>th</sup> floor	Ceiling Cassette	Hitachi	2				
			5 <sup>th</sup> floor	Ceiling Cassette		1				
			4 <sup>th</sup> floor	Ceiling Cassette		1				
			3 <sup>rd</sup> floor	Ceiling Cassette		1				
			2 <sup>nd</sup> floor	Ceiling Cassette		2				
			Ground floor	Ceiling Cassette		1				
	7	Civic Center E	5 <sup>th</sup> floor	Ceiling Cassette	Samsung	1				
			4 <sup>th</sup> floor	Ceiling Cassette		1				
			3 <sup>rd</sup> floor	Ceiling Cassette		1				
			2 <sup>nd</sup> floor	Ceiling Cassette		1				
			Ground floor	Ceiling Cassette		1				
	9	NGO	4 <sup>th</sup> floor	Ceiling Cassette	Hitachi	1				
			3 <sup>rd</sup> floor	Ceiling Cassette		2				
			2 <sup>nd</sup> floor	Ceiling Cassette		2				
			Ground floor	Ceiling Cassette		2				
	10	DPOS	3 <sup>rd</sup> floor	Ceiling Cassette	Hitachi	2				
			2 <sup>nd</sup> floor	Ceiling Cassette		2				
			Ground floor	Ceiling Cassette		2				
	11	Public Library	2 <sup>nd</sup> floor	Ceiling Cassette	LG	1				
			Ground floor	Ceiling Cassette		2				
	12	Community Center	3 <sup>rd</sup> floor	Ceiling Cassette	Samsung	1				
			2 <sup>nd</sup> floor	Ceiling Cassette		1				
			Ground floor	Ceiling Cassette		1				

(With attached Terms of Reference which will form an integral part of this purchase order)

Total Amount :	716,255.00
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Total Amount In Words (Pesos): Seven Hundred Sixteen Thousand Two Hundred Fifty-Five Pesos and 00/100 Only

<div>MA. JOSEFINA G. BELMONTE City Mayor</div>	<div> 02985948</div>	<div>MARIA M. P. ROMERO Signature Over Printed Name of Supplier / Date 11/14/24</div>
<div>Funds Available: RUBY G. MANANGU City Accountant</div>	<div>OBR : M. 2024-11. 11502 Approved Budget for the Contract : 716,788.00</div>	

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 NOV 14 2024 and to expire on - DEC 31 2024.

CONFORME:

MARIA MALDACEYA ROMERO  
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
IN THE CAPACITY OF

11/14/24  
DATE

Duly authorized to sign this Purchase Order for and on behalf of Actran Marketing & Gen. Contractor Inc  
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)



Procuring Unit	: CITY GENERAL SERVICES DEPARTMENT	Project Number	:CGSD-24-GRMS-1237B
Company Name	: ASTRAN MARKETING & GEN. CONTRACTOR, INC.	Mode of Procurement	:Public Bidding
Address	: Unit 1407 Suntrust Capitol Plaza, Matalino Street Barangay Central, Quezon City	Resolution No.	:24-PB-814
Business Type	: Corporation Registration #CS200818268	TIN Number	:007-185-546-000
		Contact Number	:0977-7271687

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
	REPLACEMENT OF CONDENSATE DRAIN PUMPS OF AIR CONDITIONING UNITS IN VARIOUS LOCATIONS WITHIN THE QUEZON CITY HALL COMPOUND  Project Scope of Works: Dismantling of defective drain pumps of various air conditioning units. De-clogging of individual air con drain line. Supply and installation of brand new drain pumps and the needed accessories. Specifications: For Ceiling Cassette Air Conditioning Units Power Supply: 220-240VAC/50-60 Hz Suction Lift Max.: 4 Ft. Flow Max.: 500 mL/min Power: 20 kW Up to 68,000 Btu 5.5 Tons Relative Humidity: Below 95% Ambient Temperature: 14 to 113°F Made of high grade hard plastic For Wall Mounted Air Conditioning Units Power input: AC 220V 50/60 Hz Maximum head: 5 meters Dimension: 200mm (L) x 142mm (H) x 114mm (W) Energy consumption: 31Watts Color: White Water input and output: Left side For Ceiling Suspended Air Conditioning Units Power input: AC 220V 50/60 Hz Maximum head: 5 meters Dimension: 200mm (L) x 142mm (H) x 114mm (W)	lot	1	716,255.00	716,255.00

<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	<b>MARIA MA. JOSEFINA BELMONTE</b> 11/14/24 Signature Over Printed Name of Supplier / Date
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Funds Available:	OBR: <b>MO. 2024-12-15002</b>
<b>RUBY G. MANANGU</b> City Accountant	Approved Budget for the Contract : 716,788.00

TERMS AND CONDITIONS

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CONFORME:

MARIA MAGDALENA ROMERO  
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
IN THE CAPACITY OF

11/14/24  
DATE

Duly authorized to sign this Purchase Order for and on behalf of Astran Marketing & Gen. Contractor, Inc  
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. \_\_\_\_\_.

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	Energy consumption: 31Watts Color: White Water input and output: Left side  Testing and commissioning. Housekeeping after installation. Submit service report countersigned/conformed by the authorized CGSD representative. Restoration of any damages that may occur during the conduction of the scope of works. Area of Coverage: <table><tr><th>Item No.</th><th>Building</th><th>Floor</th><th>Air con Type</th><th>Brand</th><th>Qty.</th></tr><tr><td rowspan="12">1</td><td rowspan="12">High Rise Building</td><td>15<sup>th</sup> floor</td><td>Ceiling Cassette</td><td rowspan="12">Hitachi</td><td>2</td></tr><tr><td>14<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td>12<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>1</td></tr><tr><td>11<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>1</td></tr><tr><td>10<sup>th</sup> floor</td><td>Wall Mounted</td><td>2</td></tr><tr><td>9<sup>th</sup> floor</td><td>Ceiling Suspended</td><td>5</td></tr><tr><td>8<sup>th</sup> floor</td><td>Ceiling Suspended</td><td>10</td></tr><tr><td>7<sup>th</sup> floor</td><td>Wall Mounted</td><td>1</td></tr><tr><td>6<sup>th</sup> floor</td><td>Wall Mounted</td><td>1</td></tr><tr><td>5<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>1</td></tr><tr><td>4<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td>3<sup>rd</sup> floor</td><td>Ceiling Cassette</td><td>1</td></tr><tr><td>2</td><td>Annex</td><td>3<sup>rd</sup> floor</td><td>Ceiling Cassette</td><td>Mitsubishi Electric</td><td>3</td></tr><tr><td></td><td></td><td>2<sup>nd</sup> floor</td><td>Ceiling Cassette</td><td></td><td>3</td></tr><tr><td rowspan="4">3</td><td rowspan="4">Civic Center A</td><td>8<sup>th</sup> floor</td><td>Ceiling Cassette</td><td rowspan="4">Mitsubishi Electric</td><td>1</td></tr><tr><td>7<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>1</td></tr><tr><td>6<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>1</td></tr><tr><td>5<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>1</td></tr><tr><td rowspan="6">4</td><td rowspan="6">Civic Center B</td><td>8<sup>th</sup> floor</td><td>Ceiling Cassette</td><td rowspan="6">Mitsubishi Electric</td><td>2</td></tr><tr><td>7<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td>6<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td>5<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td>4<sup>th</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td>3<sup>rd</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td rowspan="3">5</td><td rowspan="3">Civic Center C</td><td>2<sup>nd</sup> floor</td><td>Ceiling Cassette</td><td rowspan="3">Mitsubishi Electric</td><td>2</td></tr><tr><td>3<sup>rd</sup> floor</td><td>Ceiling Cassette</td><td>2</td></tr><tr><td>Ground floor</td><td>Ceiling Cassette</td><td>2</td></tr></table>	Item No.	Building	Floor	Air con Type	Brand	Qty.	1	High Rise Building	15 <sup>th</sup> floor	Ceiling Cassette	Hitachi	2	14 <sup>th</sup> floor	Ceiling Cassette	2	12 <sup>th</sup> floor	Ceiling Cassette	1	11 <sup>th</sup> floor	Ceiling Cassette	1	10 <sup>th</sup> floor	Wall Mounted	2	9 <sup>th</sup> floor	Ceiling Suspended	5	8 <sup>th</sup> floor	Ceiling Suspended	10	7 <sup>th</sup> floor	Wall Mounted	1	6 <sup>th</sup> floor	Wall Mounted	1	5 <sup>th</sup> floor	Ceiling Cassette	1	4 <sup>th</sup> floor	Ceiling Cassette	2	3 <sup>rd</sup> floor	Ceiling Cassette	1	2	Annex	3 <sup>rd</sup> floor	Ceiling Cassette	Mitsubishi Electric	3			2 <sup>nd</sup> floor	Ceiling Cassette		3	3	Civic Center A	8 <sup>th</sup> floor	Ceiling Cassette	Mitsubishi Electric	1	7 <sup>th</sup> floor	Ceiling Cassette	1	6 <sup>th</sup> floor	Ceiling Cassette	1	5 <sup>th</sup> floor	Ceiling Cassette	1	4	Civic Center B	8 <sup>th</sup> floor	Ceiling Cassette	Mitsubishi Electric	2	7 <sup>th</sup> floor	Ceiling Cassette	2	6 <sup>th</sup> floor	Ceiling Cassette	2	5 <sup>th</sup> floor	Ceiling Cassette	2	4 <sup>th</sup> floor	Ceiling Cassette	2	3 <sup>rd</sup> floor	Ceiling Cassette	2	5	Civic Center C	2 <sup>nd</sup> floor	Ceiling Cassette	Mitsubishi Electric	2	3 <sup>rd</sup> floor	Ceiling Cassette	2	Ground floor	Ceiling Cassette	2				
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<b>MA. JOSEFINA G. BELMONTE</b> City Mayor	 <b>MARIA MAGDALENA ROMERO</b> 11/14/24 Signature Over Printed Name of Supplier / Date
Funds Available:  <b>RUBY G. MANANGU</b> City Accountant	OBR : <b>100-2024-11-11502</b>  Approved Budget for the Contract : 716,788.00



TERMS AND CONDITIONS

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15. This contract shall also serve as **Notice to Proceed**, to take effect on \_\_\_\_\_ and to expire on -

NOV 14 2024

DEC 31 2024

CONFORME:

MARIA M. ROMERO  
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
IN THE CAPACITY OF

11/14/24  
DATE

Duly authorized to sign this Purchase Order for and on behalf of Astran Marketing & Gen. Contractor Inc.  
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)

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