



Procuring Unit : SCHOOLS DIVISION OFFICE ✓	Project Number : SDO-24-EMS-1491 ✓
Company Name : MS. V ENTERPRISES ✓	Mode of Procurement : Public Bidding ✓
Address : No. 6 Bayo Condo, Scout Bayoran St., Cor. Scout Tuazon, Brgy. South Triangle, Quezon City ✓	Resolution No. : 24-PB-956 ✓
Business Type : Sole Proprietorship Registration #4918293 ✓	TIN Number : 136-386-905-000 ✓
	Contact Number : 09569751124 ✓

**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
38	MY DAILY ROUTINE ✓ BATH SOAP - 2.5 inches x 1.5 inches x 0.4 inches (1 ounce), Shampoo, sachet, Face Towel, 30cm x 30cm Pail, 1.5L plastic dipper, small plastic	piece	265	388.00	102,820.00
39	TOOTHBRUSH - (small, plastic) and toothpaste, (small, sachet)	piece	265	150.00	39,750.00
40	POLO SHIRT / BLOUSE - (with button) and Shorts, Skirts/Pants, (with zipper), tetron cotton, (free size)	piece	265	900.00	238,500.00
41	COMB/HAIR BRUSH - plastic	piece	265	90.00	23,850.00
44	HANDKERCHIEF - 30cm x 30cm	piece	265	70.00	18,550.00
43	BASIN - (small), plastic, 35cm x 10cm	piece	265	90.00	23,850.00
44	PLATE - porcelain, small, glass, transparent spoon and fork, small, metal, placement, (12 inches x 18 inches)	piece	265	280.00	74,200.00
45	BOTTLES/JARS/FOOD CONTAINERS - glass, (8 ounces capacity)	piece	265	320.00	84,800.00
46	SANDWICH WRAPPER/TABLE NAPKIN - 16 inches x 16 inches	piece	265	150.00	39,750.00
47	BOWL - (medium size) serving spoon, metal cup, small, glass	piece	265	250.00	66,250.00
	LET'S GET PHYSICAL				
48	MASKING TAPE - 2 inches, 55 meters length	piece	265	120.00	31,800.00
49	RUBBER BALL - 6 inches, diameter	piece	265	120.00	31,800.00
50	PLASTIC STORAGE BOX - 8 inches height, 14 inches length, 12 inches width, clear ✓	piece	265	500.00	132,500.00

**Total Amount : 2,590,375.00 ✓**

Total Amount In Words (Pesos): Two Million Five Hundred Ninety Thousand Three Hundred Seventy-Five Pesos and 00/100 Only ✓

**MA. JOSEFINA G. BELMONTE**  
City Mayor ✓



**VENUS J. FERRY** NOV-29, 2024  
Signature Over Printed Name of Supplier / Date

Funds Available:

**RUBY G. MANANGU**  
City Accountant ✓

Approved Budget for the Contract : 2,598,976.90 ✓

OBR : 20-2024-12 0737 ✓



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
29	FLASHCARDS WITH DANGER SIGNS AND SYMBOLS - slippery when wet, road under construction, toxic, poisonous, flammable, falling debris, size: 4 inches x 4 inches to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	250.00	66,250.00
30	PICTURES OF BROKEN GLASS HIGH PLACES, STREETS, SHARP AND POINTED OBJECTS - 4 inches x 4 inches, 5 pieces per set, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	250.00	66,250.00
31	CUT-OUT FACES OF EMOTIONS - 4 pieces per set, 4 inches x 4 inches happy, sad, scared, angry to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	200.00	53,000.00
32	PICTURE OF A MOTHER HANGING CLOTHES, COOKING, SWEEPING AND GARDENING, STICK FIGURE, PENCIL - 5 pieces per set to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	250.00	66,250.00
33	PICTURES OF THE FOLLOWING (for interview) – at home, mother cooking, school, teacher writing on the board, playground, boy dribbling the ball, market, mother buying vegetables, 4 pieces per set to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns WORK OF HANDS	piece	265	250.00	66,250.00
34	PICTURE OF GLASS AND A BALL WITH BROKEN LINES - half crosswise of an 8.5 inches x 13 inches bond paper, 2 pieces per set, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	120.00	31,800.00
35	PAIR OF SCISSORS - 4 pieces kiddie scissors	piece	265	100.00	26,500.00
36	PENCIL WITH ERASER - black lead core (3mm)	piece	265	20.00	5,300.00
37	CRAYONS - wax, jumbo (8 assorted colors); non-toxic	piece	265	57.00	15,105.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor

*Venus T. Jerry*  
**VENUS T. JERRY** NOV-29, 2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : *240-2024-11-20247*

Approved Budget for the Contract : 2,598,976.90



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Business Type : Sole Proprietorship Registration #4918293	TIN Number :136-386-905-000
	Contact Number :09569751124

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
19	POPSICLE STICKS - 20 pieces per pack, wood (11cm x 0.9cm x 0.2cm)	piece	265	60.00	15,900.00
20	PAPER CLOCK - 6 inches x 8 inches, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	110.00	29,150.00
21	PICTURES OF (half crosswise of 8.5 inches x 13 inches bond paper) CHILD WAKING UP - to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
22	CHILD RAISING THE RIGHT HAND AND RECITING THE "Panunumpa sa Watawat ng Pilipinas" - to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
23	CHILDREN INSIDE THE CLASSROOM - to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
24	CHILDREN PLAYING - to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
25	CHILD SLEEPING - to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
26	BODY PARTS PUZZLE - size: 8.5 inches x 11 inches to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
27	2 PICTURES OF A CHILD - 1 with one shoe missing and the other with complete pair of shoes (half crosswise of 8.5 inches x 13 inches bond paper) to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	120.00	31,800.00
28	2 STORY BOOKS - (Araw sa Palengke, Chenelyn Chenelyn) pictures only size: 8 inches x 11 inches to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	450.00	119,250.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor

**VENUS T. JERRY** NOV-29, 2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 2,598,976.90**

OBR : 200-2024-11-00057



Procuring Unit : SCHOOLS DIVISION OFFICE	Project Number : SDO-24-EMS-1491
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	Contact Number : 09569751124

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**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
9	YELLOW TRIANGLE RULER - 2 inches, to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
10	RED BIG BOX - 6 inches, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
11	BLUE HANDKERCHIEF - 2 inches, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
12	YELLOW MEDIUM SIZED MIRROR - 4 inches, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
13	RED BIG BOOKS - 6 inches, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
14	BLUE ERASER - 2 inches, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
15	YELLOW ENVELOPE - 4 inches, to be printed in 80gsm paper ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
16	BIG LETTERS OF THE ALPHABET - 3 inches x 5 inches, Century Gothic Bold, 150 font, 26 pieces, per set, composed of letters from A to Z - to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	500.00	132,500.00
17	5 BIG LETTERS WITH CORRESPONDING SMALL LETTERS - 3 inches x 5 inches, Century Gothic Bold, 150 font, 26 pieces, per set, composed of letters from A to Z - to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	400.00	106,000.00
18	NUMBER CARDS, COMPOSED OF NUMBERS -from 1-20 3 inches x 5 inches Century Gothic Bold, 150 font, 20 pieces, per set, to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	400.00	106,000.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor

*Venus T. Terry*  
**VENUS T. TERRY** NOV. 29, 2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : 2024-2024-11-00217

Approved Budget for the Contract : 2,598,976.90



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**Payment Term :** Credit ✓

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	LETTER CARDS - card size: 3 inches x 3 inches- Font Style: Century Gothic - Font Size: 150, bold - 26 pieces per set, composed of letters from A to Z - to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	400.00	106,000.00
2	FLASHCARDS 1 with the following words: ask, act, and - pat, mat, bat, Ana, Aga, Eva - card size: 3 inches x 5 inches, Font Style: Century Gothic - Font Size: 150, bold 9 pieces per set, to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	350.00	92,750.00
3	FLASHCARDS 2 with the following words: is, are, has, for, give, his - card size: 3 inches x 5 inches - Font Style: Century Gothic - Font Size: 150, bold 6 pieces per set - to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	350.00	92,750.00
4	TREASURE BOX PLASTIC STORAGE BOX CUT OUT PICTURES OF THE FOLLOWING: RED DONUT - (small) 2 inches diameter, to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
5	BLUE BIG TIRE - 6 inches diameter, to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
6	YELLOW ROUND CLOCK - medium, 4 inches diameter, to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
7	RED BUNTING - medium, 4 inches, to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00
8	BLUE CONE - (big), 6 inches to be printed in 80gsm paper, ultra-white and to be laminated with laminating film glossy 250 microns	piece	265	95.00	25,175.00

**MA. JOSEFINA G. BELMONTE**  
City Mayor ✓

*Venus J. Perry*  
**VENUS J. PERRY** NOV. 28, 2024  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant ✓

**Approved Budget for the Contract : 2,598,976.90**

OBR : *2411087-11-00357*

**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 29 2024 and to expire on - DEC 29 2024

CONFORME:

VENUS T. JERRY  
 SIGNATURE OVER PRINTED NAME

PROPRIETRESS

IN THE CAPACITY OF

NOV. 29, 2024

DATE

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

MR. VENTERPROSES

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)**