

## Republika ng Pilipinas Lungsod Quezon PROCUREMENT DEPARTMENT



PO Number **2411142** 

**Purchase Order** 

DEC 12 2024

**Procuring Unit** 

: COMMITTEE ON INTERNAL ACCOUNTS

Project Number

:CIA-24-OEPA-1746

Company Name

: COPYLANDIA OFFICE SYSTEMS CORPORATION

Mode of

:Public Bidding

Address

Procurement Resolution No.

:24-PB-921 /

: 718 Sgt. Bumatay St., Plainview, Mandaluyong City

**TIN Number** 

:002-332-000-000

**Business Type** 

: Corporation Registration #AS93001784

Contact Number

:0917-556-8525

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 issuance of Notice to Proceed until

December 31, 2024

Payment Term:

Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Toner Cartridge for Ineo 558e, 26,000 print/copy	crtg	9 ′	6,500.00	58,500.00
2	Developing Unit for Ineo 558e, 526,000 print/copy	unit '	1	27,000.00	27,000.00
3	Drum Unit for Ineo 558e, 263,000 print/copy	unit	1 /	27,000.00	27,000.00
4	Toner Cartridge for Ineo 3622, 15,000 print/copy	crtg	6 /	13,500.00	81,000.00
5	Imaging Unit for Ineo 3622, 60,000 print/copy	unit	1 /	9,000.00	9,000.00
Programments on community which where the programment and the community of				10° 00° 00° 00° 00° 00° 00° 00° 00° 00°	

**Total Amount:** 

202,500.00

Total Amount In Words (Pesos): Two Hundred Two Thousand Five Hundred Pesos and 00/100 Only

Obligation Request: 100-2024-12-12742

Approved Budget for the Contract: 202,500.00

Funds Available:

RUBY G. MANANGU City Accountant



Signature Over Printed Name Supplier / Date

MA. JOSEFINA G. BELMONTE City Mayor

## TERMS AND CONDITIONS

- 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.

integral part nereor.				
15. This contract shall also serve as <b>Notice to P</b>	<b>Proceed,</b> to take effect on	DEC 1	3 2024	_ and to expire on -
Romeo Rechan JI.	MP Consuma	bles	12	13 24
SIGNATURE OVER PRINTED NAME	IN THE CAPACI	TY OF		DATE
Duly authorized to sign this Purchase Order for and or	n behalf of WPYLANDIA	COMPAN	SYSTEMS Y NAME	WRIORATION
subscribed and sworn to before me this dame and were identified by me through competent evil 8-13-SC). Affiants exhibited to me his/her with No	idence of identity as defined in	the 2004 Ru	les on Notarial P	ractice (A.M. No. 02-
Doc. No Page No Book No Series of				
***This Purchase Order shall be deemed invalid with	out Notary Seal (for project a	mounting to	Php2,500,000.00	and above only)