



Republika ng Pilipinas  
Lungsod Quezon  
PROCUREMENT DEPARTMENT



PO Number **2411159**

Purchase Order Date: **DEC 06 2024**

Procuring Unit : CITY ADMINISTRATOR'S OFFICE	Project Number : CAO-24-OE-1166C
Company Name : ALX OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Public Bidding
Address : 514-C Natividad St. Barangay 63 Zone 8 Pasay City	Resolution No. : 24-PB-874
Business Type : Sole Proprietorship Registration #1568215	TIN Number : 341-643-935-00000
	Contact Number : 0917-800-9618

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 Within Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	voltage digital power to produce crystal clear sound max, power: 5Wx2, Red backlight, Convenient 3.5mm audio interface for headset/mic				

**Total Amount : 124,163.00**

Total Amount In Words (Pesos): One Hundred Twenty-Four Thousand One Hundred Sixty-Three Pesos and 00/100 Only

Obligation Request : *100.000.000.00*

Approved Budget for the Contract : 124,163.00

Funds Available:

*R*  
**RUBY G. MANANGU**  
City Accountant



*MA. JOSEFINA G. BELMONTE* 12/10/24

Signature Over Printed Name  
Supplier / Date

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



Procuring Unit : CITY ADMINISTRATOR'S OFFICE	Project Number : CAO-24-OE-1166C
Company Name : ALX OFFICE AND SCHOOL SUPPLIES TRADING	Mode of Procurement : Public Bidding
Address : 514-C Natividad St. Barangay 63 Zone 8 Pasay City	Resolution No. : 24-PB-874
Business Type : Sole Proprietorship Registration #1568215	TIN Number : 341-643-935-00000
	Contact Number : 0917-800-9618

**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** Within Thirty (30) Calendar Days  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Paper Shredder Shreds 18 sheets of paper per pass cross-out particles; Runs for up to 30 minutes before a cool down; Patented 100% Jam Proof System; SafeSense Technology; Spacious 9-gallon pull-out bin and LED bin-full indicator; Jam Prevention Features: 100% Jam Proof System; Feed Type: Traditional Auto Start/Stop: Yes - Electronic Basket Type: Pull-out Bin; Bin Full Light: Yes; Can Shred: Staples, Credit Cards, Paper Clips, CDs/DVDs Cut Size (inches): 5/32" x 1-1/2" Cut Type: Cross-Cut DIN Level - Paper: P-4 Maximum Run Time (minutes): 30 min on / 40 min off Energy Efficient Features: Energy Savings System; Material Type: Plastic Noise Features: SilentShred™ Paper Entry Width (inches): 9 Safety Features: SafeSense® Speed (Feet Per Minute): 10 Usage: Shared Strength: SOHO Bin Capacity (gallons): 9 Run Time (minutes): Up to 30 Sheet Capacity: 18 Shreds Per Sheet: 397	unit	3	23,995.00	71,985.00
2	WATER DISPENSER Free standing water dispenser, with hot and cold, compressor type cooling	unit	2	9,282.00	18,564.00
3	Utility Cart- Black Material: Steel, Powder Coating Measurement: Load; 11 kg; Length: 50.5 cm; Width: 30 cm Height: 83cm Max. Load: 33kg	unit	2	2,977.00	5,954.00
4	FOLDING TABLE 6Ft. - folded in half table Heavy Duty (black)	unit	4	5,525.00	22,100.00
5.	USB Wired Microphone RGB Sensitivity/: -38+2db Rated Voltage: 5V, directivity: Omnidirectional Connector: USB, Cord Length: 1.8m	unit	4	695.00	2,780.00
6	STEREO GAMING SPEAKER 2.0 Stereo speakers, outstanding bass quality, uses low	unit	4	695.00	2,780.00

Obligation Request : *NO. 2024-11-127W*

Approved Budget for the Contract : 124,163.00

Funds Available:

*ROSITA S. GUIBENO* 12/10/24  
Signature Over Printed Name  
Supplier / Date

*RUBY G. MANANGU*  
RUBY G. MANANGU  
City Accountant