Republika ng Pilipinas
Lungsod Quezon
PROCUREMENT DEPARTMENT

BAGONG PILIPINAS

PO Number **2411187**

Purchase Order

Date: DEC 02 2024

Procuring Unit	: **QUEZON CITY UNIVERSITY**	Project Number	:**QCU-24-GM-1606**
Company Name	: **RBQ METAL STAMPING ENTERPRISES**	Mode of Procurement	:**Negotiated 53.1**
Address	: **14 Marcel Drive, Barangay Sangandaan, District VI, Quezon City, Metro Manila**	Resolution No.	:**24-A-236**
		TIN Number	:**104-023-695-00001**
Business Type	: **Sole Proprietorship Registration #1447853**		
		Contact Number	:**(02) 3456-2428**

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
1	SINTRA BOARD WITH PRINT FOR VARIOUS SIGNAGES A4, 3MM	piece	500	125.55	62,775.00
2	SINTRA BOARD WITH PRINT FOR VARIOUS SIGNAGES 18 x 22 inches, 3MM	piece	4	515.85	2,063.40
3	ACRYLIC FRAME 8.5 x 11 inches	piece	40	458.55	18,342.00
4	ACRYLIC ROOM SIGNAGE 6 x 8 inches, with sticker and bolt holder	set	256	388.85	99,545.60
			Total Amount :		**182,726.00**

Total Amount In Words (Pesos): One Hundred Eighty-Two Thousand Seven Hundred Twenty-Six Pesos and 00/100 Only

Obligation Request : ~~OM FACT~~ - TRUST FUND (2020 1150 - 07-09-023) **Trust Liabilities** (SA-GF) IM-2024-12-153

Approved Budget for the Contract : 218,136.00

Funds Available:

ROSITA Q. ESTRELLA / Dec. 03, 2024
Signature Over Printed Name
Supplier / Date

RUBY G. MANANGU
City Accountant

02986261

MA. JOSEFINA G. BELMONTE
City Mayor

QCG.PD.DMD.F.04

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 DEC 03 2024 and to expire on - JAN 02 2025.

CONFORME:

ROLITA Q. ESTRELLA	Authorized Representative	Dec. 03, 2024
SIGNATURE OVER PRINTED NAME	IN THE CAPACITY OF	DATE

Duly authorized to sign this Purchase Order for and on behalf of RBQ Metal Stamping Enterprises.
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)***