



Procuring Unit	: CITY TREASURER'S OFFICE	Project Number	: CTO-24-OESC-1609
Company Name	: DEGE TRADING	Mode of Procurement	: Public Bidding
Address	: 436 East Berkeley St. California Village, San Bartolome Quezon City	Resolution No.	: 24-PB-958
Business Type	: Sole Proprietorship Registration #1176646	TIN Number	: 408-043-452-00000
		Contact Number	: 09178214319

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

Payment Term : Credit

Delivery Schedule : Thirty (30) Calendar Days

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
27	Paper, Multi-purpose, (COPY) A4, 70gsm	ream	1,500	186.00	279,000.00
28	Paper, Multi-purpose, (COPY) Legal, 70gsm	ream	1,500	188.00	282,000.00
29	Paper, Multicopy, A4, 80gsm, Size: 210mm x 297mm	ream	1,508	230.00	346,840.00
30	Paper, Multicopy, Legal, 80gsm, Size: 216mm x 330mm	ream	1,500	245.00	367,500.00
31	Pencil with eraser. No. 2, 12 pieces per box	box	42	60.00	2,520.00
32	Rubber Band, No. 18	box	500	135.00	67,500.00
33	Sign Pen, Black, 0.5mm	piece	300	32.00	9,600.00
34	Tape, Masking, 24mm	roll	500	40.00	20,000.00
35	Tape, Masking, 48mm	roll	500	81.00	40,500.00
36	Tape, Transparent, 24mm	roll	500	25.00	12,500.00
37	Tape, Transparent, 48mm	roll	500	37.00	18,500.00

Total Amount : 5,931,965.00

Total Amount In Words (Pesos): Five Million Nine Hundred Thirty-One Thousand Nine Hundred Sixty-Five Pesos and 00/100 Only

Obligation Request : 100 - 2024 - 12 - RSG8

Approved Budget for the Contract : 5,932,007.00

Funds Available:

RUBY G. MANANGU
City Accountant



Signature Over Printed Name
Supplier / Date

MA. JOSEFINA G. BELMONTE
City Mayor



Republika ng Pilipinas
Lungsod Quezon
PROCUREMENT DEPARTMENT



PO Number **2411220**

Purchase Order Date: **DEC 04 2024**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	CF19A HP 19A Original LaserJet Imaging Drum	unit	20	6,480.00	129,600.00
2	Ink Bottles, EPSON T664100 (664), Black	bottle	84	351.00	29,484.00
3	Ink Bottles, EPSON T664200 (664), Cyan	bottle	30	371.00	11,130.00
4	Ink Bottles, EPSON T664300 (664), Magenta	bottle	30	371.00	11,130.00
5	Ink Bottles, EPSON T664400 (664), Yellow	bottle	30	371.00	11,130.00
6	EPSON C13T948100, Black (Workforce)	cartridge	80	4,233.00	338,640.00
7	EPSON C13T948200, Cyan (Workforce)	cartridge	30	4,233.00	126,990.00
8	EPSON C13T948300, Magenta (Workforce)	cartridge	30	4,233.00	126,990.00
9	EPSON C13T948400, Yellow (Workforce)	cartridge	30	4,233.00	126,990.00
10	Toner Cartridge, LaserJet (HP-17-A), Black	cartridge	250	5,813.00	1,453,250.00
11	Toner Cartridge, LaserJet Pro M203dn, HP30A	cartridge	50	5,078.00	253,900.00
12	Ink Cartridge, HP CZ207AA (HP678), Black	cartridge	10	642.00	6,420.00
13	Ink Cartridge, HP CZ108AA (HP678), Tri-color	cartridge	10	642.00	6,420.00
14	Toner Cartridge, HP 682 (BLACK)	cartridge	80	621.00	49,680.00
15	Toner Cartridge, HP 682 (TRI-COLOR)	cartridge	50	621.00	31,050.00
16	Ribbon Cartridge, ERC-31B	cartridge	500	170.00	85,000.00
17	Ribbon Cartridge, LQ-310	cartridge	300	210.00	63,000.00
18	Ribbon Cartridge, LX-310	cartridge	300	162.00	48,600.00
19	Toner Cartridge, MLT-D111S for Samsung SL-M2020W, printer, black	cartridge	120	3,900.00	468,000.00
20	Ballpen, Blue	piece	500	7.00	3,500.00
21	Ballpen, Red	piece	200	7.00	1,400.00
22	Carbon Paper, 100 sheets per pack	pack	100	1,000.00	100,000.00
23	Computer Continuous Paper, 3 ply (Carbonless)	box	687	1,323.00	908,901.00
24	Correction Tape	piece	300	16.00	4,800.00
25	Fastener, Metal	box	800	78.00	62,400.00
26	Folder, Tag board, White, 100 pieces per pack	pack	100	271.00	27,100.00

Obligation Request : 100-2024-12-1288

Approved Budget for the Contract : 5,932,007.00

Funds Available:

Signature Over Printed Name
Supplier / Date
Maha Wla - ERLCA 12-04-2024

RUEY G. MANANGU
City Accountant

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 04 2024 and to expire on -

CONFORME:

JAN 03 2025

SIGNATURE OVER PRINTED NAME

IN THE CAPACITY OF

DATE

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

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)