

PO Number **2411277**

Purchase Order Date: **DEC 11 2024**

Procuring Unit	: SCHOOLS DIVISION OFFICE	Project Number	:SDO-24-EMS-1664B
Company Name	: TINCHIAH TRADING	Mode of Procurement	:Public Bidding
Address	: Unit E & F 228 Plaza Bldg. Angelo St. Brgy. N.S Amoranto, Quezon City	Resolution No.	:24-PB-987
Business Type	: Sole Proprietorship Registration #1138972	TIN Number	:181-078-307-000
		Contact Number	:09173079164

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

Upon request by the End-user until December 31, 2024

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
16	ABC Flash Cards, laminated 3R cards, simple, all alphabet letter A-Z, high quality print, durable	set	301	174.50	52,524.50

Total Amount :	16,435,543.92
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Total Amount In Words (Pesos): Sixteen Million Four Hundred Thirty-Five Thousand Five Hundred Forty-Three Pesos and 92/100 Only

Obligation Request : 2M-2024-12-00405

Approved Budget for the Contract : 16,562,794.42

Funds Available:

RUBY G. MANANGU
City Accountant



Signature Over Printed Name
Supplier / Date

MA. JOSEFINA G. BELMONTE
City Mayor



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **2411277**

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Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Pencil, no. 2, 12 pieces/box, lead with eraser, black, good quality, medium size	box	6,090	154.50	940,905.00
2	Whiteboard Marker, black, fine tip, 1mm, good quality	piece	602	83.50	50,267.00
3	Whiteboard Marker Refill, black, 30ml, xylene-free, fast drying, good quality	piece	602	195.80	117,871.60
4	Coloring Pen, 10 assorted colors, water-based, non-toxic, child safe, smooth tips, air-tight caps, good quality	set	24,510	133.40	3,269,634.00
5	Poster Color, 6 assorted colors, washable, suitable for kids, vibrant colors, good quality	set	24,510	142.50	3,492,675.00
6	Colored Paper, vibrant and pastel assorted colors, 80gsm, 8.5 inches x 13 inches, 250 pieces/pack, good quality	pack	602	467.50	281,435.00
7	Paper, multicopy, 75gsm, size: 216mm x 330mm	ream	602	158.41	95,362.82
8	Eraser, dust free, size 20, 4cm x 1.12cm x 2cm (L x W x H)	piece	24,510	43.70	1,071,087.00
9	Pencil Sharpener, two-holes, suitable for jumbo and regular sized pencil, good quality	piece	24,510	19.50	477,945.00
10	Glue, white, 40 grams, convenient to use and easy adhesion, non-toxic, non-irritant	piece	24,510	25.50	625,005.00
11	Stationery Tape, adhesive clear tape, 24mm x 21mm, small roll, good quality	piece	24,510	20.30	497,553.00
12	Yarn, assorted colors, 25 yards	yard	24,510	28.10	688,731.00
13	Popsicle Sticks, wooden, 50 pieces/pack, assorted colors, 11.4cm x 1cm x 0.2cm	pack	24,510	33.30	816,183.00
14	Popsicle Sticks Natural, wooden, 50 pieces/pack, 11.4cm x 1cm x 0.2cm	pack	24,510	28.10	688,731.00
15	Modelling Clay, safe, hygienic and easy to use-clean, soft and pliable-conforms to safety standards - set of 10 colors	set	24,510	133.40	3,269,634.00

Obligation Request : **RAW - 2024-12-00465**

Approved Budget for the Contract : 16,562,794.42

Funds Available:


Signature Over Printed Name
Supplier / Date


RUBY 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 11 2024 and to expire on -

CONFORME:

MARCEL D. APELAGIN
SIGNATURE OVER PRINTED NAME

PROPRIETRESS
IN THE CAPACITY OF

12/11/24
DATE

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

COMPANY NAME

SUBSCRIBED AND SWORN to before me this 11 DEC 2024 day of QUEZON CITY, 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 PASSPORT ID with his/her photograph and signature appearing thereon with No. P23898938 June 30, 2029.

ATTY. RIZAL JOSE F. VALMORES
NOTARY PUBLIC
UNTIL DECEMBER 31, 2024
ADM. MATTER NO. 153
PTR NO. 6041984D 01-02-2024 / Q.C.
IBF NO. 827024 / 12-15-2023 / Q.C.
ROLL NO. 28435
NOTARY PUBLIC
San Roque, Marikina, Quezon City

Doc. No. 101
Page No. 22
Book No. 4564
Series of 2024

***This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)