



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **E2501214**

Purchase Order Date: **JAN 14 2025**

Procuring Unit	: CITY TREASURER'S OFFICE	Project Number	: CTO-25-OESC-0162
Company Name	: E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING JOINT VENTURE WITH DEGE TRADING	Mode of Procurement	: Public Bidding
Address	: Suite 413 Acre Building 137 Malakas Street Central District 4, Quezon City/436 East Berkeley St. California Vill, Brgy. San Bartolome Quezon City.	Resolution No.	: 25-GSPB-027
Business Type	: Sole Proprietorship Registration #3865069/1176646	TIN Number	: 612-298-283-00000/408-043-452-00000
		Contact Number	: 0917-821-4319

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
25	CF219A HP 19A Original LaserJet Imaging Drum ADMINISTRATIVE SUPPORT PROGRAM	unit	5	8,100.00	40,500.00
26	Ribbon Cartridge, for Epson C13S015639, black for printer LQ-310	cartridge	100	274.56	27,456.00
27	Ribbon Cartridge, for Epson C13S015632, black for printer LX-310	cartridge	100	223.00	22,300.00
28	Toner Cartridge, MLT-D111S for Samsung SL-M2020W, printer, black	cartridge	80	3,500.00	280,000.00
29	Toner Cartridge, LaserJet Pro M203dn, HP30A	cartridge	80	6,173.00	493,840.00
30	Ink Bottles, EPSON T664100 (664), black	bottle	100	365.00	36,500.00
31	Ink Bottles, EPSON T664200 (664), cyan	bottle	20	375.00	7,500.00
32	Ink Bottles, EPSON T664300 (664), magenta	bottle	20	375.00	7,500.00
33	Ink Bottles, EPSON T664400 (664), yellow	bottle	20	375.00	7,500.00
34	Ink Bottle, EPSON T00V100 (003), black	bottle	100	372.00	37,200.00
35	Ink Bottle, EPSON T00V200 (003), cyan	bottle	20	385.00	7,700.00
36	Ink Bottle, EPSON T00V300 (003), magenta	bottle	20	385.00	7,700.00
37	Ink Bottle, EPSON T00V400 (003), yellow	bottle	20	385.00	7,700.00
38	Ballpen, Hi-Tecpoint V10 grip rollerball pen, black, 12 pieces per boxes TAX LITERACY AND INFORMATION CAMPAIGN PROGRAM	box	30	1,080.00	32,400.00
39	Toner Cartridge, MLT-D111S for Samsung SL-M2020W, printer, black	cartridge	80	3,500.00	280,000.00
40	Ribbon Cartridge, EPSON ERC 31-B	cartridge	850	180.00	153,000.00
41	Toner Cartridge, HP 682 (Black)	cartridge	300	740.00	222,000.00
42	Toner Cartridge, HP 682 (Tri-color)	cartridge	100	740.00	74,000.00
43	Toner Cartridge, Brother TN-3320 black	cartridge	100	4,927.00	492,700.00
44	Toner Cartridge, Brother TN-3350 black	cartridge	100	7,007.00	700,700.00
45	Toner Cartridge, Brother TN-2480	cartridge	50	5,047.90	252,395.00

Total Amount : 5,469,087.75

Total Amount In Words (Pesos): Five Million Four Hundred Sixty-Nine Thousand Eighty-Seven Pesos and 75/100 Only

Obligation Request : 100-2025-U-00226

Approved Budget for the Contract : 5,469,157.75

Funds Available:

RUBY G. MANANGU
City Accountant



Signature: *[Signature]* 01/24/25
EDRIAN A. GARCIA
Signature Over Printed Name
Supplier / Date

MA. JOSEFINA G. BELMONTE
City Mayor

TERMS AND CONDITIONS

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITH'N 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.

JAN 24 2025

15. This contract shall also serve as **Notice to Proceed**, to take effect on FEB 23 2025 and to expire on -

CONFORME:

EDRIAN GARCIA
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

01/24/25
DATE

Duly authorized to sign this Purchase Order for and on behalf of E-A-11 OFFICE SUPPLIES AND EQUIPMENT TRADING COMPANY NAME

SUBSCRIBED AND SWORN to before me this 24 JAN 2025 day of JAN, 2025 at 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 NATIONAL ID with his/her photograph and signature appearing thereon with No. No. 3248-0753-6810-7408

NOTARY SEAL
ADM MATTER NO. 003
PTR NO. 7016197 / 01-02-2025 / Q.C
IBP NO. 472850 / 10-23-2024 / Q.C
ROLL NO. 28435
MCLE NO. VIII-0008500 / 05-07-2024
Add. #473 Boni Serrano Road, Barangay San Roque, Municipality of Quezon City

Doc. No. 25
Page No. 6
Book No. XI
Series of 2025

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



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **E2501214**

Purchase Order Date: **JAN 14 2025**

Procuring Unit	: CITY TREASURER'S OFFICE ✓	Project Number	:CTO-25-OESC-0162 ✓
Company Name	: E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING JOINT VENTURE WITH DEGE TRADING ✓	Mode of Procurement	:Public Bidding
Address	: Suite 413 Acre Building 137 Malakas Street Central District 4, Quezon City/436 East Berkeley St. California Vill, Brgy. San Bartolome Quezon City.	Resolution No.	:25-GSPB-027 ✓
Business Type	: Sole Proprietorship Registration #3865069/1176646	TIN Number	:612-298-283-00000/408-043-452-00000
		Contact Number	:0917-821-4319

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
	MANAGEMENT INFORMATION SERVICE AND REPORT GENERATION PROGRAM				
1	Ribbon Cartridge, for Epson C13S015639, black for printer LQ-310	cartridge ✓	300 ✓	274.56	82,368.00
2	Ribbon Cartridge, for Epson C13S015632, black for printer LX-310	cartridge ✓	100 ✓	223.00	22,300.00
3	Ink Bottles, EPSON T664100 (664), black	bottle ✓	80 ✓	365.00	29,200.00
4	Ink Bottles, EPSON T664200 (664), cyan	bottle ✓	20 ✓	375.00	7,500.00
5	Ink Bottles, EPSON T664300 (664), magenta	bottle ✓	20 ✓	375.00	7,500.00
6	Ink Bottles, EPSON T664400 (664), yellow	bottle ✓	20 ✓	375.00	7,500.00
7	Ink Bottle, EPSON T00V100 (003), black	bottle ✓	100 ✓	372.00	37,200.00
8	Ink Bottle, EPSON T00V200 (003), cyan	bottle ✓	20 ✓	385.00	7,700.00
9	Ink Bottle, EPSON T00V300 (003), magenta	bottle ✓	20 ✓	385.00	7,700.00
10	Ink Bottle, EPSON T00V400 (003), yellow	bottle ✓	20 ✓	385.00	7,700.00
11	Toner Cartridge, HP CC364A, black	cartridge ✓	10	14,000.00	140,000.00
12	Ink Cartridge, HP CYM76AA (HP 682), black	cartridge ✓	150 ✓	780.00	117,000.00
13	Ink Cartridge, HP 3YM76AA (HP 682), tri-color	cartridge ✓	50 ✓	780.00	39,000.00
14	Ink Cartridge, for EPSON C13T948100, T9481, black	cartridge ✓	100 ✓	4,233.00	423,300.00
15	Ink Cartridge, for EPSON C13T948200, T9482, cyan	cartridge ✓	50 ✓	4,233.00	211,650.00
16	Ink Cartridge, for EPSON C13T948300, T9483, magenta	cartridge ✓	50 ✓	4,233.00	211,650.00
17	Ink Cartridge, for EPSON C13T948400, T9484, yellow	cartridge ✓	50 ✓	4,233.00	211,650.00
18	Toner Cartridge, Brother TN 2480 for HL-L2375DW printer	cartridge ✓	100 ✓	4,790.00	479,000.00
19	Ink-Roll IR-40T (Black/Red) for FR-2650RC	piece ✓	100 ✓	201.30	20,130.00
20	Ink-Roll IR-40T (Black/Red) for HR-100RC	piece ✓	100 ✓	198.00	19,800.00
21	HP 151A Black LaserJet Toner Cartridge (W1510A)	cartridge ✓	10 ✓	10,202.50	102,025.00
22	Canon Ribbon EP-102 for printing calculator MP-1411-LTSC	spool ✓	50 ✓	91.00	4,550.00
23	Brother DR-3355 Drum Laser Toner for HL5450DN	unit ✓	5 ✓	10,710.15	53,550.75
24	Brother DR-2455 Drum Laser Toner for HL-L2375DW	unit ✓	5 ✓	5,704.60	28,523.00

Obligation Request : **100-2025-01-00226**

Approved Budget for the Contract : 5,469,157.75

Funds Available:

Edrian Garcia
EDRIAN GARCIA 01/24/25
Signature Over Printed Name
Supplier / Date

Ruby G. Manangu
RUBY G. MANANGU
City Accountant ✓

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15. This contract shall also serve as **Notice to Proceed**, to take effect on JAN 24 2025 and to expire on - FEB 23 2025

CONFORME: EDRIAN GARCIA PROPRIETOR 01/24/20
 SIGNATURE OVER PRINTED NAME IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of EAG OFFICE SUPPLIES AND EQUIPMENT TRADING
JV with deep trading 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)**

J. En...