



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **E2501055**

Purchase Order Date: **JAN 21 2025**

Procuring Unit	: OFFICE OF THE CITY ASSESSOR	Project Number	:ASSESSORS-25-IT-0123
Company Name	: ESTANIEL ENTERPRISES	Mode of Procurement	:Public Bidding
Address	: 7A March Street Congressional Village, Quezon City	Resolution No.	:25-GSPB-004
Business Type	: Sole Proprietorship Registration #3962650	TIN Number	:130-962-823-00000
		Contact Number	:09178217324 / 09171167

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 : Upon issuance of Notice to Proceed until December 31, 2025

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount																																							
	Details of Tax Declaration (TD): <table><tr><th>Type</th><th>Series</th><th>Year Covered</th><th>No. of Books</th><th>No. of TDs</th><th>Book Color/Size</th></tr><tr><td rowspan="2">Small books</td><td>D Series (Manual TDs)</td><td>1996/1997</td><td>1,350</td><td>675,000</td><td>Red (11.5"x8.5" x 2.5")</td></tr><tr><td>PD Series</td><td>1974</td><td>307</td><td>153,500</td><td>Red (11.5"x8.5" x 2.5")</td></tr><tr><td rowspan="3">Big books</td><td>PD Series</td><td>1974</td><td>156</td><td>78,000</td><td>Dark Blue Big (14.5"x11.5" x 2.5")</td></tr><tr><td>New Series</td><td>1960 to 1973</td><td>598</td><td>300,500</td><td>Blue Big (14.5"x11.5" x 2.5")</td></tr><tr><td>Old Series</td><td>1941 to 1959</td><td>242</td><td>121,000</td><td>Gold Big (14.5"x11.5" x 2.5")</td></tr><tr><td></td><td></td><td></td><td>TOTAL</td><td>1,328,000 x 2pages 2,656,000 pages</td><td></td></tr></table>	Type	Series	Year Covered	No. of Books	No. of TDs	Book Color/Size	Small books	D Series (Manual TDs)	1996/1997	1,350	675,000	Red (11.5"x8.5" x 2.5")	PD Series	1974	307	153,500	Red (11.5"x8.5" x 2.5")	Big books	PD Series	1974	156	78,000	Dark Blue Big (14.5"x11.5" x 2.5")	New Series	1960 to 1973	598	300,500	Blue Big (14.5"x11.5" x 2.5")	Old Series	1941 to 1959	242	121,000	Gold Big (14.5"x11.5" x 2.5")				TOTAL	1,328,000 x 2pages 2,656,000 pages					
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(With attached Terms of Reference which will form an integral part of this Purchase Order)

Total Amount : 10,938,440.00

Total Amount In Words (Pesos): Ten Million Nine Hundred Thirty-Eight Thousand Four Hundred Forty Pesos and 00/100 Only

Obligation Request : 100-2025-01-157

Approved Budget for the Contract : 10,965,000.00

Funds Available:

RUBY G. MANANGU
City Accountant



Erwin Engalan

Signature Over Printed Name
Supplier / Date 1-30-25

MA. JOSEFINA G. BELMONTE
City Mayor

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 JAN 30 2025 and to expire on - DEC 31 2025

CONFORME:

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 30 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 VALID ID with his/her photograph and signature appearing thereon with No. CRN-0111-334475-2.

Doc. No. 126
Page No. 27
Book No. X1
Series of 2025

ATTY. RIZAL JOSE EVALMOROS
NOTARY PUBLIC
UNTIL DECEMBER 31, 2026
ADM MATTER NO. 003
PTR NO. 7016197 / 01-02-2025 / O.C
IBP NO. 472850 / 10-23-2024 / Q.C
ROLL NO. 28435
MCLE NO. VIII-0008500 / 05-07-2024
San Roque, Murphy Quezon City

***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 **E2501055**

Purchase Order Date: **JAN 21 2025**

Procuring Unit	: OFFICE OF THE CITY ASSESSOR	Project Number	:ASSESSORS-25-IT-0123
Company Name	: ESTANIEL ENTERPRISES	Mode of Procurement	:Public Bidding
Address	: 7A March Street Congressional Village, Quezon City	Resolution No.	:25-GSPB-004
Business Type	: Sole Proprietorship Registration #3962650	TIN Number	:130-962-823-00000
		Contact Number	:09178217324 / 09171167

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 : Upon issuance of Notice to Proceed until December 31, 2025

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>DIGITAL ARCHIVING AND TAX DECLARATION SCANNING SERVICES FOR THE OFFICE OF THE CITY ASSESSOR FOR THE YEAR 2025 (EARLY PROCUREMENT ACTIVITY)</p> <p>Key components of the project includes:</p> <p>Scanning and Publishing</p> <ul style="list-style-type: none">Physical copies of manually issued Tax Declarations will be scanned using high-quality scanning equipment with at least 600 DPI Resolution to create digital copies, which will be processed and published in a PDF format. <p>Uploading and Indexing</p> <ul style="list-style-type: none">The digitized documents will be uploaded to a Digital Archiving and Retrieval System to be provided by the Service Provider. Each document will be organized by applicable file naming convention as follows, to enable efficient search and retrieval capabilities, to wit: <ul style="list-style-type: none">-Tax Declaration Number (TDN)-Property Index Number (PIN) old or short PI-Owner's Name (structure to be defined further)-Transfer Certificate of Title/Condominium Certificate of Title (TCT/CCT)-Previous Tax Declaration Number (PVTDN) <p>Storage</p> <ul style="list-style-type: none">The digital documents will be securely stored within the Office of the City Assessor's assigned server, utilizing appropriate storage infrastructure. Security measures will be implemented to protect sensitive information <p>Project Scope of Works:</p> <p>The digitization services for this project encompass a comprehensive set of tasks designed to ensure a smooth and efficient conversion of physical documents into digital formats:</p>	lot	1	10,938,440.00	10,938,440.00

Obligation Request : 100 - 2025 - 01 - 157

Approved Budget for the Contract : 10,965,000.00

Funds Available:

Erwin Engalan
Erwin Engalan

Signature Over Printed Name
Supplier / Date **1-30-25**

Ruby G. Manangu
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 JAN 30 2025 and to expire on - DEC 31 2025.

CONFORME: Erwin Engalan
SIGNATURE OVER PRINTED NAME

Authorized Representative 1-30-25
IN THE CAPACITY OF DATE

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

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Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **E2501055**

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Payment Term :	Credit		

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<ul style="list-style-type: none">•Document Preparation - Organize and prepare Tax Declarations (TDs) for scanning by ensuring they are properly groomed, free of obstructions, and ready for the digitization process.•Digital Conversion - Utilize high-quality scanning equipment to convert documents into digital format, ensuring that the resulting PDF files are clear, legible, and accurately reflect the original documents.•File Uploading - Upload the digitized files to the Digital Archiving and Retrieval System provided by the service provider. Ensure files are named according to a standardized naming convention and are organized systematically to facilitate easy retrieval and accessibility.•Data Encoding - Input essential document information into a database to enhance accessibility and searchability. Key data to be encoded includes Tax Declaration Number (TDN), Property Identification Number (PIN), Owner's Name, Title Certificate Number (TCT)/Condominium Certificate of Title Number (CCT), and Previous TD Number.•Backup Development - Develop and maintain a robust backup system, performing daily and monthly backups to ensure data integrity, security, and availability. Ensure backups are stored in a secure location and are easily retrievable if needed.•QR Code Generation and Assignment - Generate and assign a unique QR Code to each scanned TD. Embed the QR Code into the respective document upon printing. Ensure that each QR Code links accurately to the corresponding digital document and associated data for quick and reliable access.				

Obligation Request :	100 - 2025 - 01 - 157	 Erwin Engalan Signature Over Printed Name Supplier / Date 1-30-25
Approved Budget for the Contract :	10,965,000.00	
Funds Available:		
 RUBY G. MANANGU City Accountant		

TERMS AND CONDITIONS

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CONFORME:

Erwin Engalan
SIGNATURE OVER PRINTED NAME

Authorized Representative
IN THE CAPACITY OF

1-30-25
DATE

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

Estanisl 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)