



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **E2501216**

Purchase Order Date: **JAN 20 2025**

Procuring Unit : BUSINESS PERMITS AND LICENSING DEPARTMENT ✓	Project Number :BPLD-25-OSD-0018B
Company Name : E.A.G OFFICE SUPPLIES AND EQUIPMENT TRADING ✓	Mode of Procurement :Public Bidding ✓
Address : Suite 413 Acre Building 137 Malakas Street Central District 4, Quezon City ✓	Resolution No. :25-GSPB-010 ✓
Business Type : Sole Proprietorship Registration #3865069 ✓	TIN Number :612-298-283-00000 ✓
	Contact Number :09178214319

Sir/Madam:
Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : CGSD Central Warehouse ✓ **Delivery Schedule** Thirty (30) Calendar Days ✓

Payment Term : Credit ✓

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1 ✓	Thermal Paper, Multi size label sticker paper A6 size 150mm x 10mm (500pcs/roll) ✓	Pcs	700	364.00	254,800.00
2	Mouse, Length of the line: Approx.: 1.1m, ✓ size: Approx.: 98 x 55 x 27mm, weigh: 48g, optical resolution: 1200DPI, wired mouse, interface: USB ✓	Pcs	30	70.00	2,100.00
3	Keyboard , Ultra-thin and chiclet keyboard USB Type, plug and play with sound off key, size 28.5 x 12.3 x 2.2cm ✓	pcs	30	300.00	9,000.00
4	INK Epson model L3150 Cyan #003s	cartridge	50	429.00	21,450.00
5	INK Epson model L3150 Magenta #003s	cartridge	50	429.00	21,450.00
6	INK Epson model L3150 Yellow #003s	cartridge	50	429.00	21,450.00
7	INK Epson model L3150 Black #003s	cartridge	50	429.00	21,450.00
8	INK Epson model L8050 Black #057	cartridge	20	800.00	16,000.00
9	INK Epson model L8050 Cyan #057	cartridge	20	800.00	16,000.00
10	INK Epson model L8050 Magenta #057	cartridge	20	800.00	16,000.00
11	INK Epson model L8050 Yellow #057	cartridge	20	800.00	16,000.00
12	INK Epson M3170 #005s	cartridge	10	800.00	8,000.00
13	INK Epson Black #664	cartridge	80	300.00	24,000.00
14	INK Epson Yellow #664	cartridge	80	300.00	24,000.00
15	INK Epson Magenta #664	cartridge	80	300.00	24,000.00
16 ✓	INK Epson Cyan #664 ✓	cartridge	80	298.00	23,840.00

Total Amount : **519,540.00** ✓

Total Amount In Words (Pesos): Five Hundred Nineteen Thousand Five Hundred Forty Pesos and 00/100 Only ✓


Obligation Request : 100-2025-01-234

Approved Budget for the Contract : 519,700.00 ✓

Funds Available: ✓


RUBY G. MANANGU
City Accountant ✓




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.
15. This contract shall also serve as **Notice to Proceed**, to take effect on JAN 31 2025 and to expire on - MAR 02 2025.

CONFORME:

EDRIAN GARCIA
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

01/31/25
DATE

Duly authorized to sign this Purchase Order for and on behalf of PAM OFFICE SUPPLIES AND EQUIPMENT 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)