



Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2503048**

Purchase Order Date: **APR 15 2025**

Procuring Unit : CITY REAL ESTATE MANAGEMENT AND CONTROL OFFICE Project Number :CREMCO-25-OE-0299  
 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-076  
 Business Type : Sole Proprietorship Registration No. 3865069 TIN :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
5	4-SHELVES, HEAVY DUTY INDUSTRIAL STEEL METAL STORAGE RACK  Number of shelves: 4 Type: Scanner/Printer/Photocopier-in-one Special Feature: Adjustable, durable, rust-proof, scratch resistant Dimension: 19 inches D x 40 inches W x 57 inches H (48.3 x 101.6 x 144.78 cm) Style: Industrial Weight: 40pounds (18.14kg) Shelf Thickness: 57 inches (144.78cm)	unit	1	14,900.00	14,900.00


Total Amount : 323,400.00

Total Amount In Words (Pesos): Three Hundred Twenty-Three Thousand Four Hundred Pesos and 00/100 Only

Obligation Request : 100-2025-04-03449


Approved Budget for the Contract : 323,500.00

Funds Available:

  
RUBY G. MANANGU  
City Accountant



  
MA. JOSEFINA G. BELMONTE  
City Mayor

  
RAFAEL C. CANDARI 4-22-25  
Signature Over Printed Name  
Supplier / Date

**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 APR 22 2025 and to expire on - MAY 22 2025.

CONFORME:

<p style="text-align: center;"><u>MAY 22 2025</u></p> <p style="text-align: center;"><i>Rafael C. Candari</i></p> <p style="text-align: center;"><u>RAFAEL C. CANDARI</u></p> <p style="text-align: center;">SIGNATURE OVER PRINTED NAME</p>	<p style="text-align: center;"><u>AUTHORIZED REPRESENTATIVE</u></p> <p style="text-align: center;">IN THE CAPACITY OF</p>	<p style="text-align: center;"><u>4-22-25</u></p> <p style="text-align: center;">DATE</p>
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Duly authorized to sign this Purchase Order for and on behalf of E.A.G 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)**



Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2503048**

Purchase Order Date: **APR 15 2025**

Procuring Unit : CITY REAL ESTATE MANAGEMENT AND CONTROL OFFICE Project Number :CREMCO-25-OE-0299  
 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-076  
 Business Type : Sole Proprietorship Registration No. 3865069 TIN :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
3	Simplex / Duplex; Scanning Modes: Black and White, Error Diffusion, Greyscale, Advanced Text Enhancement, Advanced Text Enhancement II, Active Threshold, Color; Scanning Features: Folio Scanning, Double Feed Detection Ignore, 2D / Barcode; Output Resolution: 100, 150, 200, 240, 300, 400, 600 dpi; Scanning (Max.) 22.5W; Sleep Mode: 100 - 120 V: 3.1 W 220 - 240 V: 3.4 W; Dimensions (W x D x H) - When Trays Are Closed (291 x 247 x 242 mm), When Trays Are Opened (291 x 600 x 378 mm); Plain Paper: Width: 50.8 to 216 mm Length: 54 to 356 mm (Up to 3,000 mm long with Long Document mode); Business Card: 50 x 85 mm or larger, Card (ISO Standard) 54 x 86 mm; Interface: USB 3.2 / 2.0, IEEE802.11b/g/n, 10Base-T/100Base-TX/1000Base-T	unit	6	2,500.00	15,000.00
4	VISITOR'S CHAIR Without armrest, PVC Black back and seat, sled-type base; Total Depth from Wall: 435 mm; Highest Height: 770 mm; Seat Width: 410 mm; Seat Depth: 420 mm; Backrest Width: 435 mm; Backrest Height from Seat: 345 mm; Floor to Seat (Minimum Height): 440 mm; BasBase (Center to End): 470 mm	unit	3	15,000.00	45,000.00
	LATERAL 4-LAYER FILING CABINET With Anti-Tilt Lock Mechanism/ KD; With Steel Handle Lock; Compatible with A4, FC, letter and legal size files; Load Capacity: 40 kgs per drawer Dimensions: 90(W) x 48(D) x 132(H)cm Weight: 65kgs				

Obligation Request : 100-2025-04-03449

Approved Budget for the Contract : 323,500.00

Funds Available:

*Rafael C. Candari*  
**RAFAEL C. CANDARI** 4-22-25  
Signature Over Printed Name  
Supplier / Date

*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.
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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 APR 22 2025 and to expire on - MAY 22 2025.

CONFORME:

RAFAEL C. SANDARY  
 SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
 IN THE CAPACITY OF

4-22-25  
 DATE

Duly authorized to sign this Purchase Order for and on behalf of E.A.G OFFICE SUPPLIES & 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. \_\_\_\_\_.

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QUEZON CITY GOVERNMENT



PO Number **GS-2503048**

Purchase Order Date: **APR 15 2025**

Procuring Unit : CITY REAL ESTATE MANAGEMENT AND CONTROL OFFICE Project Number : CREMCO-25-OE-0299  
 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-076  
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	PHOTOCOPIER AND SCANNER MACHINE (Sharp BP-20M31) Type: Scanner/Printer/Photocopier-in-one Feeder: A4, Legal; Max. A3 100-sheet RSPF scans documents at 37opm (one-sided); Built-in stackless duplex module efficiently makes two-sided copies; Scan method- Push Scan & Pull Scan; Color: B/W; Scan Speed: Max. 37 originals/min.; Push Scan: 100, 150, 200, 300, 400, 600 dpi; Pull Scan: 75, 100, 150, 200, 300, 400, 600 dpi - 50 dpi to 9,600 dpi via user setting; Scan Destination: Scan to email/desktop/FTP server/ network folder (SMB)/USB drive Maximum 2,100-sheet paper capacity; Multi bypass tray accommodates heavy paper up to 200 g/m2; Convenient copy functions: 2-in-1/4-in-1 copying, centering, and automatic paper/magnification selection, Max. 999 copies/ duplex; Print Resolution: 600x600 dpi; Interface: USB 2.0 (host, high-speed), 10Base-T/100Base-TX/1000Base-T, wireless LAN (IEEE 802.11 b/g/n)	unit	1	190,000.00	190,000.00
2	SCANNER (Epson DS-790WN) Type: Desktop Sheet-Fed Scanner Scanning Speed: Greyscale (200 dpi: 45 ppm (Simplex) / 90 ipm (Duplex) 300 dpi: 45 ppm (Simplex) / 90 ipm (Duplex); Color (200 dpi: 45 ppm (Simplex) / 90 ipm (Duplex) 300 dpi: 30 ppm (Simplex) / 60 ipm (Duplex); Scanning Element: Contact Image Sensor (CIS); Light Source: LED; Scanning Side:	unit	1	58,500.00	58,500.00

Obligation Request : 100-2025-04-03449

Approved Budget for the Contract : 323,500.00

Funds Available:

*Rafael C. Cardari*  
**RAFAEL C. CARDARI** 4-22-25  
 Signature Over Printed Name  
 Supplier / Date

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

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CONFORME:

RAFAEL C. CANDARI  
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
IN THE CAPACITY OF

4-22-25  
DATE

Duly authorized to sign this Purchase Order for and on behalf of E.A.G OFFICE SUPPLIES & 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. \_\_\_\_\_.

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