



Republic of the Philippines
QUEZON CITY GOVERNMENT



BAGONG PILIPINAS

PO Number **GS-2503053**

Purchase Order Date: **APR 10 2025**

Procuring Unit : CITY CIVIL REGISTRY DEPARTMENT	Project Number :CCRD-25-OE-0227
Company Name : MCARMS TRADING	Mode of Procurement :Public Bidding
Address : Unit 10-C 11th Floor Capitol Plaza, Barangay Central, Quezon City	Resolution No. :25-GSPB-081
Business Type : Sole Proprietorship Registration No. 3001084	TIN :432-929-074-00000
	Contact Number :09173531844

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
1	Digital Duplicator - Feed Scanner - (Akinto GP-2688) Print speed: not below than 120ppm Print resolution: not below than 300 x 400 dpi Thermal Master Making Paper size: 90mm x 140mm to 297mm x 420mm; Paper capacity: not below than 1200 sheets Scan mode: ADF Scan density: 5 variables (light, lighter, middle, dark, darker) Connectivity: LAN port	Unit	2	250,000.00	500,000.00
2	Digital Duplicator - Flatbed Scanner - (Akinto GP-3688) Print speed: not below than 120ppm Print resolution: not below than 300 x 400 dpi Thermal Master Making Paper size: 90mm x 140mm to 297mm x 420mm; Paper capacity: not below than 1200 sheets Scan mode: Book scan Scan density: 5 variables (light, lighter, middle, dark, darker) Connectivity: LAN port	Unit	1	389,000.00	389,000.00

Total Amount : **889,000.00**

Total Amount In Words (Pesos): Eight Hundred Eighty-Nine Thousand Pesos and 00/100 Only

Obligation Request : **100-2025-03-02834**

Approved Budget for the Contract : 890,000.00

Funds Available:

RUBY G. MANANGU
City Accountant



MA. CARMILLE I. CUNANAN 4-14-2025
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 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.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect.
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.
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE.
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 14 2025 and to expire on - MAY 14 2025

CONFORME:

Signature of MA CARMILLE I. CUNAWAN

SIGNATURE OVER PRINTED NAME

PROPRIETRESS

IN THE CAPACITY OF

4-14-2025

DATE

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