



Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number

**GS-2505004**

**Purchase Order**

Date: **MAY 05 2025**

Procuring Unit	: OFFICE OF THE CITY MAYOR	Project Number	: OCM-25-OSD-0389B
Company Name	: JEST TRADING	Mode of Procurement	: Public Bidding
Address	: 50C Cenacle Drive, Brgy. Culiati, Quezon City	Resolution No.	: 25-GSPB-159
Business Type	: Sole Proprietorship Registration No. 3228564	TIN	: 424-695-326-00000
		Contact Number	: 0917-5931203

**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 Request by the End-User until December 31, 2025

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
78	Tape, packaging, 2 inches, adhesive sticks to a variety of surfaces on contact, resists abrasion, moisture, chemicals and scuffing	rolls	800	48.00	38,400.00
79	Tape, Transparent, 24mm, 50 meters length	rolls	835	50.00	41,750.00
80	Tape, transparent, 48mm, 50 meters length	rolls	921	99.00	91,179.00
81	White Board Marker, Black	piece	145	30.00	4,350.00
82	White Board Marker, Blue	piece	50	75.00	3,750.00
83	White Board Marker, assorted	sets	10	240.00	2,400.00

**Total Amount : 2,879,163.00**

Total Amount In Words (Pesos): Two Million Eight Hundred Seventy-Nine Thousand One Hundred Sixty-Three Pesos and 00/100 Only

**Obligation Request :** NO-2025-OSD-0490

**Approved Budget for the Contract :** 2,916,362.50

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant



**MA. JOSEFINA G. BELMONTE**  
City Mayor

Signature Over Printed Name  
Supplier / Date  
May 5, 2025



Management System  
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Delivery Schedule : Upon Request by the End-User until December 31, 2025

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Ball pen, ballpoint pen, 0.7mm, black, 12's	box	1,356	104.50	141,702.00
2	Ball pen, fine point, black, 0.7mm	piece	562	29.00	16,298.00
3	Ball pen, fine point, blue	piece	400	29.00	11,600.00
4	Ball pen, fine point, red	piece	100	29.00	2,900.00
5	Bond paper, premium grade, legal size, 80gsm, 500 sheets per ream	ream	310	249.50	77,345.00
6	Bond Paper A4, 70gsm, premium grader	box	535	199.50	106,732.50
7	Bond Paper Legal, 70gsm, premium grader	box	535	249.50	133,482.50
8	Bond Paper, premium grade, A4 size: 210mm x 297mm, 80gsm, 500 sheets per ream	ream	510	264.50	134,895.00
9	Bond Paper, premium grade, Legal size: 216mm x 330mm, 80gsm, 500 sheets per ream	ream	540	294.50	159,030.00
10	Carbon Paper, 100's black film	box	20	645.00	12,900.00
11	Clipboard, acrylic plastic clipboard, long	piece	455	95.00	43,225.00
12	Clip Binder, 15mm, 12's/box	box	50	24.00	1,200.00
13	Colored Paper, long, red, 10 pieces/pack	pack	50	24.00	1,200.00
14	Colored Paper, long, blue, 10 pieces/pack	pack	50	24.00	1,200.00
15	Colored Paper, long, green, 10 pieces/pack	pack	50	24.00	1,200.00
16	Colored Paper, long, yellow, 10 pieces/pack	pack	50	24.00	1,200.00
17	Colored Paper, short, red, 10 pieces/pack	pack	50	14.00	700.00
18	Colored Paper, short, blue, 10 pieces/pack	pack	50	14.00	700.00
19	Colored Paper, short, green, 10 pieces/pack	pack	50	14.00	700.00

Obligation Request : *MU-2025-05-041908*

Approved Budget for the Contract : 2,916,362.50

Funds Available:

*Angela Jay O. Cayanan* *Mays, 2025*  
Signature Over Printed Name  
Supplier / Date

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



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Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2505004**

Purchase Order Date: **MAY 05 2025**

Procuring Unit : OFFICE OF THE CITY MAYOR  
Company Name : JEST TRADING  
Address : 50C Cenacle Drive, Brgy. Culiati, Quezon City  
Business Type : Sole Proprietorship Registration No. 3228564  
Project Number : OCM-25-OSD-0389B  
Mode of Procurement : Public Bidding  
Resolution No. : 25-GSPB-159  
TIN : 424-695-326-00000  
Contact Number : 0917-5931203

Sir/Madam:

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Delivery Schedule : Upon Request by the End-User until December 31, 2025

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	Colored Paper, short, yellow, 10 pieces/pack	pack	50	14.00	700.00
21	Correction tape, disposable, usable length of 6 meters (min.), 5mm width	piece	230	75.00	17,250.00
22	Cutter, knife for general purpose, heavy duty	piece	300	32.00	9,600.00
23	Data Folder, made of chipboard with taglia lock	piece	5	172.00	860.00
24	Double sided tape, 1-inch x 36yards	piece	40	295.00	11,800.00
25	Envelope, documentary, for legal documents, 500 pieces per box	box	74	840.00	62,160.00
26	Envelope, expanding, legal	box	200	995.00	199,000.00
27	Eraser, for pencil, dust free, black/gray	piece	337	19.00	6,403.00
28	Eraser, whiteboard	piece	2	37.00	74.00
29	Fastener, plastic type, 7cm, 50 sets each box	box	2	95.00	190.00
30	Folder, tagboard, legal size, 100's/pack	pack	1	430.00	430.00
31	Folder, legal size, white, 240mm x 370mm, 100 pieces per box	box	100	1,285.00	128,500.00
32	Glue, all purpose, 200 grams min.	bottles	200	98.00	19,600.00
33	Gun tacker - manual 3/8 inch stapler, heavy duty, stainless	piece	16	3,190.00	51,040.00
34	ID lace, customizable for DPOS	piece	450	145.00	65,250.00
35	Laminating Film - 125 micron - Legal size, 100 pieces per box	box	107	1,299.00	138,993.00
36	Envelope, for legal size documents, 500 pieces per box, color: brown	box	10	580.00	5,800.00
37	Manila Paper, 10 pieces per pack	pack	5	68.00	340.00
38	Manila Paper - 36 inches x 48 inches 2S (50's)	sets	90	315.00	28,350.00
39	Marker Fluorescent, Neon Green/Neon Yellow/ Neon Blue	piece	100	70.00	7,000.00
40	Marker, fluorescent	sets	308	60.00	18,480.00

Obligation Request : **NU-2025-05-04490**

Approved Budget for the Contract : 2,916,362.50

Funds Available:

**Angel Jay O. Cajacan** May 5, 2025  
Signature Over Printed Name  
Supplier / Date

**RUBY G. MANANGU**  
City Accountant





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number

**GS-2505004**

**Purchase Order** Date: **MAY 05 2025**

Procuring Unit	: OFFICE OF THE CITY MAYOR	Project Number	: OCM-25-OSD-0389B
Company Name	: JEST TRADING	Mode of Procurement	: Public Bidding
Address	: 50C Cenacle Drive, Brgy. Culiati, Quezon City	Resolution No.	: 25-GSPB-159
Business Type	: Sole Proprietorship Registration No. 3228564	TIN	: 424-695-326-00000
		Contact Number	: 0917-5931203

**Sir/Madam:**

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**Place of Delivery :** Upon End-User's instruction subject to proper coordination with CGSD  
**Payment Term :** Credit

**Delivery Schedule :** Upon Request by the End-User until December 31, 2025

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
41	Marker, permanent, broad/chisel tips, color black	piece	535	50.00	26,750.00
42	Meter stick 100cm Length, 2cm Width, plastic	piece	200	50.00	10,000.00
43	Notepad, stick-on, 50mm x 76mm (2 inches x 3 inches) min.	pads	307	32.00	9,824.00
44	Notepad, stick-on, 3x4, 100 sheets per pad	pads	285	55.00	15,675.00
45	Paper, special, legal, 90gsm, 10 sheets per pack	pack	30	48.00	1,440.00
46	Paper Clip, 33mm, 100 pieces/box, vinyl, assorted colors, metal/plastic	box	500	12.00	6,000.00
47	Paper Clip, 50mm, 100 pieces/box, vinyl, assorted colors, metal/plastic	box	500	25.00	12,500.00
48	Pencil No.2 with eraser 2x5x20cm, 80grams	piece	166	14.00	2,324.00
49	Pencil No. 2 with black lead, color: yellow, 12 pieces per box, with eraser	box	112	170.00	19,040.00
50	Permanent marker, bullet type, black	piece	1,787	22.00	39,314.00
51	Permanent marker, bullet type, blue	piece	1,770	22.00	38,940.00
52	Permanent marker, jumbo	piece	300	200.00	60,000.00
53	Photo paper, glossy, A4, 20 pieces/pack 235gsm	pack	50	195.00	9,750.00
54	Puncher, heavy duty, big	piece	2	295.00	590.00
55	Record Book, 300 pages, size: 214mm x 278mm min., Smyth sewn	piece	20	115.00	2,300.00
56	Record Book, 500 pages, size: 214mm x 278mm min., Smyth sewn	piece	20	145.00	2,900.00
57	Roller ball pen, color: black, hi-tech point v10 grip pen, 1.0mm broad tip, 0.6mm width, 12's/box	piece	100	78.00	7,800.00
58	Roller ball pen, color: blue, hi-tech point v10 grip pen, 1.0mm broad tip, 0.6mm width, 12's/box	piece	100	78.00	7,800.00

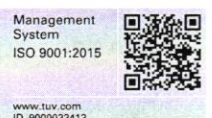
**Obligation Request :** *NU- 2025-05 0X1490*

**Approved Budget for the Contract :** 2,916,362.50

**Funds Available:**

*Arnell Jay O. Cajacan*  
Signature Over Printed Name  
Supplier / Date

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







Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number

GS-2505004

Purchase Order

Date: MAY 05 2025

Procuring Unit	: OFFICE OF THE CITY MAYOR	Project Number	: OCM-25-OSD-0389B
Company Name	: JEST TRADING	Mode of Procurement	: Public Bidding
Address	: 50C Cenacle Drive, Brgy. Culiati, Quezon City	Resolution No.	: 25-GSPB-159
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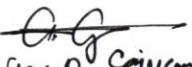
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
59	Rubber band, dark yellow, 200x4mm, 500piece per box	box	10	98.00	980.00
60	Rubber band - 70mm min. lay flat length (#18)	box	500	134.00	67,000.00
61	Rubber Band - Small (#16)	kilos	400	367.00	146,800.00
62	Scissors, 6 inches stainless steel blade, multi-purpose, comfort and accuracy for every type of grip or hand size	piece	32	95.00	3,040.00
63	Scissors, 8 inches, Stainless steel blades	piece	512	70.00	35,840.00
64	Sign Pen, gel ink, needle tip, black	piece	33	28.00	924.00
65	Sign pen, V10 grip liquid gel ink, 1mm, black	box	15	90.00	1,350.00
66	Sign pen, liquid gel ink, 0.5mm needle lip, black	piece	800	45.00	36,000.00
67	Sign pen, liquid gel ink, 0.5mm needle lip, blue	piece	826	45.00	37,170.00
68	Sign pen, liquid gel ink, 0.5mm needle lip, red	piece	200	45.00	9,000.00
69	Staple remover, plier type	piece	20	48.00	960.00
70	Staple wire, standard, 5,000pieces/box	box	790	48.00	37,920.00
71	Staple wire, gun tacker, for T50, 10mm (3/8) inch, heavy duty, 5,000 staples	box	206	398.00	81,988.00
72	Stapler, heavy duty, standard	piece	621	145.00	90,045.00
73	Sticker paper, white, paper matte, A4, 10's	pack	50	49.00	2,450.00
74	Sticky notes, size: 1.5 x 2 inches, 100 sheets per pad, 2 pads per pack, assorted color	pack	961	25.00	24,025.00
75	Sticky note index tab, (for signing), 200 pieces per pack	pack	50	98.00	4,900.00
76	Tape - masking, width: 24mm	rolls	1,280	49.00	62,720.00
77	Tape, masking, 48 (±1mm), 50 meters	rolls	1,355	119.00	161,245.00

Obligation Request : NU-2025-05-04490

Approved Budget for the Contract : 2,916,362.50

Funds Available:

  
Angel Gay O. Cajacan May 5, 2025  
Signature Over Printed Name  
Supplier / Date

  
RUBY G. MANANGU  
City Accountant



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## 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 MAY 05 2025 and to expire on - DEC 31 2025.

CONFORME:

Angelo Jay O. Cajutan  
SIGNATURE OVER PRINTED NAME

Proprietor  
IN THE CAPACITY OF

MAY 5, 2025  
DATE

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