



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2505013**

Purchase Order Date: **JUN 11 2025**

| | | | |
|----------------|--|---------------------|---------------------|
| Procuring Unit | : HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT | Project Number | : HCDRD-25-OSD-0285 |
| 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-168 |
| Business Type | : Sole Proprietorship Registration No. 3865069 | TIN | : 612-298-283-00000 |
| | | Contact Number | : 0955-817-2116 |

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 |
|-----------|---|---------------|-----|-----------|----------|
| 17 | retardant materials, Color White, Maximum Wattage 2,500 watts, Current 10A, Voltage 250 volts (12pks/ctn), Cord Length 1.83 meter, Materials ABS Plastic, copper wire, 4-Gang NAME PLATES – Acrylic Desk Name Plates 12 x 3 inches | Piece | 10 | 300.00 | 3,000.00 |

Total Amount : 129,055.40

Total Amount In Words (Pesos): One Hundred Twenty-Nine Thousand Fifty-Five Pesos and 40/100 Only

Obligation Request : *WU - 2025-06-05774*


Approved Budget for the Contract : 129,355.40

Funds Available:


RUBY G. MANANGU
 City Accountant


02986894


RAFAEL C. SANDARI 07-04-25
 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. 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 JUL 04 2025 and to expire on - AUG 03 2025.

CONFORME:

RAFAEL C. SANDARI

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE

IN THE CAPACITY OF

07-04-25

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. _____.

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-2505013**

Purchase Order Date: **JUN 11 2025**

| | | | |
|----------------|--|---------------------|---------------------|
| Procuring Unit | : HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT | Project Number | : HCDRD-25-OSD-0285 |
| 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-168 |
| Business Type | : Sole Proprietorship Registration No. 3865069 | TIN | : 612-298-283-00000 |
| | | Contact Number | : 0955-817-2116 |

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 | CLIPBOARD – Acrylic Plastic, Long, Blue | Piece | 50 | 81.90 | 4,095.00 |
| 2 | PICTURE FRAME – A4, for Certificates, wooden with glass | Piece | 5 | 238.00 | 1,190.00 |
| 3 | SPECIALTY BOARD – A4, Pale Cream, Vellum, 220gsm 10 sheets/pack | Pack | 100 | 48.10 | 4,810.00 |
| 4 | SPECIALTY PAPER – A4, Pale Cream, 90 gsm, 10 sheets/pack | Pack | 150 | 40.30 | 6,045.00 |
| 5 | LEVER ARCHFILE - Folder, Long, 2.5 inches side, 9.5 x 15 inches, Red, Horizontal Type | Piece | 50 | 327.60 | 16,380.00 |
| 6 | INDEX CARD PLASTIC SLEEVES - 5.5 X 8.5, recipes card sleeves binder, 50 sleeves, binder, heavy weight, 3.94 mil (100 micron) glass clear polypropylene | Piece | 30 | 780.00 | 23,400.00 |
| 7 | DOUBLE SIDED TAPE – Tissue Tape, 24mm x 9m, 200 | Roll | 20 | 127.40 | 2,548.00 |
| 8 | COLUMNAR BOOK – Columnar Book, 6 columns | Piece | 20 | 58.50 | 1,170.00 |
| 9 | CORRECTION PEN - Metal Tip, 7ml | Piece | 10 | 123.50 | 1,235.00 |
| 10 | MARKER - Permanent Marker Fine Tip, Black | Piece | 15 | 79.63 | 1,194.45 |
| 11 | EXTERNAL HARD DRIVE – 1TB | Piece | 10 | 4,225.00 | 42,250.00 |
| 12 | GUN TACKER – Industrial Tacker Heavy Duty | Piece | 2 | 608.40 | 1,216.80 |
| 13 | GUN TACKER STAPLE WIRE – Staple wires 1000 pieces/set | Set | 10 | 45.50 | 455.00 |
| 14 | KEYBOARD – Comfort Key, USB | Piece | 10 | 789.10 | 7,891.00 |
| 15 | MOUSE – Wired Mouse | Piece | 20 | 334.10 | 6,682.00 |
| 16 | EXTENTION CORD – 4-gang + Switch Universal, Rigid brass strips for internal connection, Outlets are made of copper material for better grip impact-resistant and highly conductive with real-grounding system connection for safety with built-in safety circuit breaker with built-in lighting protector, Outlet enclosures are made up of fire- | Piece | 9 | 610.35 | 5,493.15 |

Obligation Request : *100-2125-06-05774*

Approved Budget for the Contract : 129,355.40

Funds Available:

Rafael C. Saddari
RAFAEL C. SADDARI 07-04-25
Signature Over Printed Name
Supplier / Date

Ruby G. Manangu
RUBY G. MANANGU
City Accountant



Management System
ISO 9001:2015



www.tuv.com
ID: 900003413

QCG.PD.DMD.F.04

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 JUL 0 4 2025 and to expire on - AUG 0 3 2025

CONFORME:

Rafael C. Candari
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
IN THE CAPACITY OF

07-04-25
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. _____.

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)

As