



Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2505070**

Purchase Order Date: **JUN 04 2025**

Procuring Unit	: QUEZON CITY TRAINING AND ASSESSMENT CENTERS	Project Number	: QCTAC-25-OSD-0511
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-214
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 :** Upon request by the End-User until December 31, 2025

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	Index Card White, 4x6 inches, 100 pcs	packs	100	35.00	3,500.00
21	Push pins, round box, Assorted Color, 100 pieces per box	pieces	50	69.00	3,450.00
22	Desk Organizer, metal, black, 28 x 24.5 x 35cm, 3-tier	pieces	10	400.00	4,000.00
23	Broom (walis tambo)	pieces	10	180.00	1,800.00
24	Broom (walis tingting)	pieces	10	50.00	500.00
25	Multi-Purpose, Cleaner, 1 liter/bottle	liters	100	130.00	13,000.00
26	Dishwashing Liquid, antibacterial, 1 gallon	gallons	100	200.00	20,000.00
27	USB Flash Drive, 64gb	pieces	100	250.00	25,000.00
28	Toilet, interfold paper towel, 2 ply, 120 pulls	packs	100	54.00	5,400.00
29	Battery, dry cell, AA, 4 pieces/ packs, 14650 size, Zero added mercury & Cadmium	packs	100	30.00	3,000.00
30	Acrylic frame Wall, 30inches x 38inches, Front panel: 3mm Clear acrylic, Back Panel: 3mm Clear acrylic	units	21	4,800.00	100,800.00
31	Acrylic frame Wall, 18inches x 24inches, Front panel: 3mm Clear acrylic, Back Panel: 3mm Clear acrylic	units	4	2,000.00	8,000.00

**Total Amount : 505,156.00**

Total Amount In Words (Pesos): Five Hundred Five Thousand One Hundred Fifty-Six Pesos and 00/100 Only

Obligation Request : 100-2025-05-05557

Approved Budget for the Contract : 505,406.00

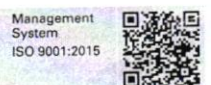
Funds Available:

**RUBY G. MANANGU**  
City Accountant



*Rafael Candari*  
**RAFAEL C. CANDARI** 06-19-25  
Signature Over Printed Name  
Supplier/Date

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





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		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 : Upon request by the End-User until December 31, 2025

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Paper, Multicopy A4, 210 x 297, 80 gsm, 500 Sheets	reams	500	269.26	134,630.00
2	Paper, Parchment A4, 210 x 297, 70 gsm, 50 Sheets	boxes	100	192.76	19,276.00
3	Stamp pad, ink, Black, 30 ml, 1 bottle	bottles	100	26.00	2,600.00
4	Marker, permanent, Red, Oil-Based, Acrylic Fibre, Chisel Shape, 12 pcs	pieces	100	105.00	10,500.00
5	Marker, whiteboard, Refillable, Red, 12 pcs per box	pieces	100	120.00	12,000.00
6	Correction tape, Assorted Color, 5mm x 12m	pieces	100	120.00	12,000.00
7	Ruler, plastic, 450mm, Scale: Milimeters, Centimeters, Inches, 450mm x 38mm x 2.50mm	pieces	100	50.00	5,000.00
8	Clip backfold, 32mm, Black, 12 pcs per box	boxes	500	35.00	17,500.00
9	Staple remover, plier type, Silver	pieces	50	75.00	3,750.00
10	Stapler, standard type, Metal, Silver	pieces	50	176.00	8,800.00
11	Glue, All-purpose, Jar Type, White, 130g	jars	50	78.00	3,900.00
12	Tape, Scotch Tape, Transparent, 24mm x 30m	rolls	500	25.00	12,500.00
13	Tape, Adhesive stationary tape, 1 inch, 24mm x 25yards, Transparent	rolls	100	40.00	4,000.00
14	Record book, 150 pages, 7 inches x .25 inch x 11 inches, Blue	pieces	25	86.00	2,150.00
15	Eraser, Plastic/Rubber, 1.8x5x1cm, White, Soft Clean, 1 pc	pieces	200	9.75	1,950.00
16	CD, DVD-R, 16x 4.7gb, 120 min video, 1 pc	pieces	1,000	40.00	40,000.00
17	Subsidiary Purchase Journal, 14col, 21.5cm x 0.5cm x 0.16cm, Brown, 1 pc	pieces	100	59.00	5,900.00
18	Calculator, compact, 12-Bit LCD Screen, 120mm x 50mm, Black, 1 pc	pieces	50	350.00	17,500.00
19	Ledger, Business Forms, Columnar Book, No. 707, Brown, 1 pc	pieces	50	55.00	2,750.00

Obligation Request : **100-2025-OS-05557**

Approved Budget for the Contract : 505,406.00

Funds Available:

*Rafael C. Candari*  
Signature Over Printed Name  
Supplier / Date  
06-19-25

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



Management System  
ISO 9001:2015

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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 JUN 19 2025 and to expire on - DEC 31 2025

CONFORME:

RAFAEL C. GARDARI  
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE  
IN THE CAPACITY OF

06-19-25  
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)**