



Procuring Unit	: QUEZON CITY YOUTH DEVELOPMENT OFFICE	Project Number	: QCYDO-25-OSD-0658
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-259
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
1	ARCHFILE RING BINDER PVC Cover, color: black, size: A4, Letter and Legal files, 3 rings inside. weight: 0.315 kg, length: 31.75cm, width: 3cm, height: 26.67cm	piece	20	390.00	7,800.00
2	BALLPEN BLACK, length: 14cm, width: 1cm, tip of pen: 0.5	piece	1,800	16.90	30,420.00
3	BALLPEN BLUE, length: 14cm, width: 1cm, tip of pen: 0.5	piece	912	22.10	20,155.20
4	BALLPEN DESKPEN, table top pen with string, color: black, tip of pen: 0.5 and with stick on base, weight: 0.1kg, length: 4.5cm, width: 4.5cm, height: 16cm, must be refillable in pen	piece	25	39.00	975.00
5	CALCULATOR, Mini desk type, 12 digits, two-way power (Solar + battery) Dimensions (D x W x H) : 147x106.5x29mm Solar powered when light is sufficient, battery powered when light is insufficient.	piece	10	604.50	6,045.00
6	CORK BOARD Dimension: 2 x 30 x 46 cm, weight: 400g. Easy to hand, includes mounting screws and plugs Made of wooden frame and premium cork. Excellent pin-holding powder and resealing	piece	10	455.00	4,550.00
7	FASTENER, weight: 0.295kg, length: 8.7cm, width: 7.3cm, height: 2.2cm. Made of silver or metal.	box	50	122.72	6,136.00
8	INK REFILL, Epson, black, 1L	bottle	20	714.16	14,283.20
9	INK REFILL, Epson, cyan, 1L	bottle	15	714.16	10,712.40
10	INK REFILL, Epson, yellow, 1L	bottle	15	714.16	10,712.40
11	INK REFILL, Epson, magenta, 1L	bottle	15	714.16	10,712.40

Obligation Request : 100-2025-07-07020

Approved Budget for the Contract : 574,247.55

Funds Available:

Rafael C. Candari
RAFEL C. CANDARI DB-04-25
Signature Over Printed Name
Supplier / Date

Ruby G. Manangu
RUBY G. MANANGU
City Accountant





Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2506030**

Purchase Order Date: **JUL 21 2025**

Procuring Unit : QUEZON CITY YOUTH DEVELOPMENT OFFICE	Project Number : QCYDO-25-OSD-0658
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12	LETTER TRAY MESH, 2 layer letter tray, detachable pieces, made in metal, color: black	set	5	416.00	2,080.00
13	MANILA PAPER, 36X48, length: 22.86cm, width: 30.48cm, height: 0.2 cm. Individual packaging, 48 gsm in thickness, brown color.	piece	25	11.70	292.50
14	NOTEPAD 3 inches x 3 inches, 100 sheet per pad, assorted colors, Weight: 0.06kg, Length: 11cm, Width: 11.5cm, Height: 1cm, Color: Assorted	piece	150	33.80	5,070.00
15	PAPER, LEGAL, 80 gsm, white, packaging: 500 pieces per ream	ream	520	370.50	192,660.00
16	PHOTO PAPER, A4 (21.5X0.8X30) /200 gsm, glossy type, good for inkjet printers, packaging: 10 sheet per pack	pack	10	97.51	975.10
17	PUSH PIN, Assorted colors, 100 pins per pack, size: 3/8-inch ground steel point and a 1/2-inch plastic head for easy insert and removal.	box	25	45.52	1,138.00
18	RUBBER STAMP, stamp size: 43 length x 14.5 width mm, customized received Date/By, pre-inked stamp, dimension: 5 x 7 x 12 cm, weight: 100g	piece	7	364.00	2,548.00
19	RUBBER STAMP, 4MM, stamp by switching/adjusting the numbers and months, for use as labeler in dates of documents	piece	7	85.80	600.60
20	SCISSORS ,symmetrical and stainless Steel Blades and Rivet, pointed 13cm, eco friendly packaging	piece	76	89.70	6,817.20
21	SIGN PEN, BLACK, pen tip: 0.5mm, length: 2cm, width: 2cm, height: 15cm	piece	400	40.30	16,120.00
22	SIGN PEN, BLUE, pen tip: 0.5mm, length: 2cm, width: 2cm, height: 15cm	piece	300	29.58	8,874.00

Obligation Request : 100-2025-07-07020

Approved Budget for the Contract : 574,247.55

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Rafael C. Candari
RAFAEL C. CANDARI 08-04-25
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Ruby G. Manangu
RUBY G. MANANGU
 City Accountant





Republic of the Philippines
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23	SIGN PEN, RED, pen tip: 0.5mm, length: 2cm, width: 2cm, height: 15cm	piece	100	29.58	2,958.00
24	SPECIAL PAPER, Special Certificate Paper (Bevania Splendorge 150-200 gsm Size: Letter)	pack	300	50.70	15,210.00
25	STAPLE GUN WIRE, Heavy Duty T-50 12MM, packaging 1000/box	box	5	67.60	338.00
26	STICKER PAPER, MATTE, A4, Ink-et friendly, 10 pieces per pack	pack	50	76.70	3,835.00
27	STORAGE BOX, Storage Box with Lid, Color: Black, Size: Legal	box	10	536.90	5,369.00
28	TAPE, DOUBLE SIDED size: 12mmx10m, design for indoor mounting purposes, with strong adhesion for lightweight materials.	roll	30	27.30	819.00
29	TAPE FLAG, 47 inches X1.73 inches 20'Sx8 Flag Arrow with Print. Pet3 Index Tab, 8 Signs in 20 Sheets Each. Arrow Shape with Print (Important, Urgent, Signature, Fyi, To Do)	pack	50	45.50	2,275.00
30	TAPE FLAG WITH DISPENSER, Size: 44X12mm, per pack included 5 colors	pack	70	58.50	4,095.00
31	TAPE FLAG, "SIGN HERE", Yellow, 50 pieces per pack. Reusable with strong adhesive allow as to repost, attached and removed.	pack	45	221.00	9,945.00
32	TAPE TRANSPARENT, 24MM X 30M	roll	50	61.10	3,055.00
33	BATTERY, AA, alkaline Nominal Voltage -1.50 Volts, AA Battery Capacity (Avg.)-Alkaline -= 2500 mAh, Operating Temperature - 0'C 60°C, Diameter - 14.5 mm, Height- 50.5mm, chemistry - Alkaline	pack	50	152.74	7,637.00
34	BATTERY, AAA, alkaline Nominal Voltage -1.50 Volts, AAA Battery Capacity (Av8.)- 29 Alkaline -= 1200 mAh, Operating Temperature - 0'C - 50°C, Diameter - 14.5 mm, Height - 50.5mm, chemistry - Alkaline	pack	20	208.65	4,173.00

Obligation Request : 100-2025-07-07020

Approved Budget for the Contract : 574,247.55

Funds Available:

Rafael C. Cardari
RAFAEL C. CARDARI 08-04-25
Signature Over Printed Name
Supplier / Date

Ruby G. Manangu
RUBY G. MANANGU
City Accountant





Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2506030**

Purchase Order Date: **JUL 21 2025**

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35	BLEACHING LIQUID, Stain Removal, 1gallon	gallon	25	219.70	5,492.50
36	DUCT TAPE, Gray, 48MMx10M. Tears vertically and horizontally for versatile application. Strong waterproof backing resists wear and weathering for long-term performance	roll	5	102.50	512.50
37	ELECTRICAL TAPE, ArmaK Vinyl, Black, 19MMx16M. flame retardant polyvinyl chloride (PVC) based tape, extreme flexibility and conformability, resist high voltages. It can tolerate temperature environment up to 80°C	roll	25	51.35	1,283.75
38	EXTENSION CORD, Individual Switch 6- Gang 10A-WED-360-PK 1.83 meters cord length	piece	35	1,104.68	38,663.80
39	EXTERNAL HDD, Model: AHD330-2TU31 Capacity: 2TB Color: Black Dimensions (L x W x H) - 2TB: 132.7 x 88.9 x 16.2mm / 5.2 x 3.5 x 0.6inch Weight - 2TB: 189.8g / 6.69oz Interface: USB 3.2 Gen1 (backward compatible with USB 2.0) Texture: Plastic / Rubber Operating Temperature: 5 - 50°C / 41 - 121°F Operating Voltage: USB DC 5V with one (1) year warranty period	piece	4	4,576.00	18,304.00
40	FLAT CORD, 16/2 (1.25MM2x2C), SPT-2 TYPE, 150M	roll	3	3,580.00	10,740.00
41	HEADPHONE, Multi- platform support Stereo sound to optimize your focus, single 3.5 mm jack simplicity	piece	15	1,287.00	19,305.00

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42	HDMI 20-40M Model: AAM, Black, Gold-plated Interface: HDMI Standard Resolution: 1080P@60Hz/4k@30Hz Conductor: Pure copper Shell: PVC Shield: Aluminum foil + metal mesh Jacket: PVC AWG: 24WG/25AWG/26AWG OD: 9.0mm/9.5mm, Length: 20 -40m External power: USB power supply for 45m and 50m	piece	2	2,420.60	4,841.20
43	HDMI SPLITTER Name: 1 In 4 Out HDMI Splitter Model: ACCGO Appearance Color: Black + Gold Interface Type: HDMI A Female, DC Power Port Version: HDMI 1.4 Interface Technology: Gold-plated Resolution: 4K 30Hz Transmission Direction: HDMI TO HDMI (INPUT to OUTPUT) Shell Material: Aluminum Alloy + ABS Chip: SII9187B	piece	2	1,948.70	3,897.40

Obligation Request : 100-2025-07-07026

Approved Budget for the Contract : 574,247.55

Funds Available:

Rafael E. Candari
RAFAEL E. CANDARI 08-04-25
 Signature Over Printed Name
 Supplier / Date

Ruby G. Manangu
RUBY G. MANANGU
 City Accountant





Republic of the Philippines
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
44	Power Supply: DC 5V 1A Packing: Color Box Bandwidth: 10.2 Gbps LAN CABLE	box	1	2,092.00	2,092.00
45	Cat6e 305 Meters Utp Cable BLUE High Performance Network Cable CAT6 UTP, 4 pairs, ISO/IEC 118001 305 Meters per Box, Twisted pair LED, FLOURESCENT LAMP, 18 Watts, linear tubular, 2ft	piece	20	298.71	5,974.20
46	MULTI-INSECT KILLER SPRAY, Water-based aerosol delivers a fast knockdown formula proven against multiple insect types, but safer for indoor plants and pets, 600 ML	can	30	635.70	19,071.00
47	PRO TOOL SET, Lotus Pro Tool Set 127PC LTHT127PTX with inclusions of the following tools: 12x Hex Key Set (0.9mm, 1.27mm, 1.57mm, 2mm, 2.5mm, 3mm, 3.5mm, 4mm, 5mm, 5.5mm, 6mm) 1x slotted screwdriver 1x socket screwdriver 3x combination wrench (10mm, 13mm,14mm) 1x torch 1x cutter knife 2x pliers 1x Electroprobe 1x Claw Hammer 1z Adjustable Wrench	set	1	2,443.00	2,443.00

Obligation Request : 106-2025-07-07020

Approved Budget for the Contract : 574,247.55

Funds Available:

Rafael C. Cardar
RAFAEL C. CARDAR 08-04-25
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-2506030**

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	1x Tape Measure 16ft/5m				
	1x Magnetic Level				
	1x Electrical Tape				
	1box Nail set				
	20x Screw bits (-) 3,4,5,6), (+) PH1, PH2, PH3, (+) PZ1, PZ2, PZ3, (M), S1,S2,S3, T10, T15, T20 and H3,H4,H5				
48	RJ45 for CAT6, RJ45 to db9 console cable Quality Application for Cat5 and Cat6	piece	200	13.00	2,600.00
49	SYRINGE WITH HOSE, 3ml, Clear Hose	piece	10	390.00	3,900.00
50	UNIVERSAL ADAPTER, WUA-002-PK, 250V	piece	50	77.68	3,884.00
51	UTILITY BOX WITH MOUNTING SCREWS , rectangular, open-faced box mounted in wall, made of PVC, surface type, withstands high impact and shock, with 2 mounting screws	piece	35	63.70	2,229.50
52	WIRE, THIN Wire 3.5mm, 150M, 14 Gauge	roll	1	5,479.50	5,479.50
53	WIRING DEVICE OUTLET, Duplex Universal Outlet with Ground (with shutter) Set, Standard size 2.5x4.5	piece	20	192.41	3,848.20
Total Amount :					573,947.55

Total Amount In Words (Pesos): Five Hundred Seventy-Three Thousand Nine Hundred Forty-Seven Pesos and 55/100 Only

Obligation Request : 100-2025 07-07020

Approved Budget for the Contract : 574,247.55

Funds Available:

RUBY G. MANANGU
City Accountant



Rafael C. Sardari
RAFAEL C. SARDARI 08-04-25
Signature Over Printed Name
Supplier / Date

MA. JOSEFINA G. BELMONTE
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 AUG 04 2025 and to expire on - DEC 31 2025.

CONFORME:

Rafael C. Candari

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE

IN THE CAPACITY OF

08-04-25

DATE

Duly authorized to sign this Purchase Order for and on behalf of E.A.S 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)