



Procuring Unit	: PUBLIC AFFAIRS AND INFORMATION SERVICE DEPARTMENT	Project Number	: PAISD-25-OESC-0612
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-337
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 : 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	Epson Brand, Color Black (BK), Code 003, 65ml	bottle	48	351.00	16,848.00
2	Epson Brand, Color Yellow (Y), Code 003, 65ml	bottle	24	351.00	8,424.00
3	Epson Brand, Color Magenta (M), Code 003, 65ml	bottle	24	351.00	8,424.00
4	Epson Brand, Color Cyan Sian (C), Code 003, 65ml	bottle	24	351.00	8,424.00
5	Epson Brand, Color Black (BK), Code T664/T6641, 65ml	bottle	12	390.00	4,680.00
6	Epson Brand, Color Yellow (Y), Code T664/T6641, 65ml	bottle	10	357.50	3,575.00
7	Epson Brand, Color Magenta (M), Code T664/T6641, 65ml	bottle	11	370.50	4,075.50
8	Epson Brand, Color Cyan Sian (C), Code T664/T6641, 65ml	bottle	12	382.00	4,584.00
9	Epson T544, Black, Cyan, Magenta, Yellow Ink Bottle, 4 colors/set	set	8	1,125.00	9,000.00
10	HP Toner Cartridge 79a, for Printer HP LaserJet Pro M12a	cartridge	10	5,000.00	50,000.00
11	Photocopier Toner, CT203555 Toner Cartridge 9,000 Yield, Apeos 2150 NDA	cartridge	10	5,000.00	50,000.00
12	Sticker Paper, A4 size, 80 GSM, Glossy 10 piece/pack	pack	20	100.00	2,000.00
13	Specialty Paper, short, 200 gms, cream, 10's/pack	pack	29	50.00	1,450.00
14	Laminating Film, A4 250 mic, transparent material, 100's/pack	pack	6	1,150.00	6,900.00
15	RC Glossy photo paper A4, 260gsm, 10's/pack	pack	10	140.00	1,400.00
16	Laminating Machine	unit	1	2,000.00	2,000.00
17	Heavy duty A3/A4, Hot and Cold Laminator with reverse feed home, 220V	unit	2	1,000.00	2,000.00
	Paper Cutter	unit	2	1,000.00	2,000.00
	Trimmer wood and metal, heavy duty				
	Size: A4, Color: Black, Base: Metal				
	Adjustable for different cutting size.				

Obligation Request : 100 - 2025 - 07 - 07 331

Approved Budget for the Contract : 212,011.30.

Funds Available :

Rafael C. Sandari
Signature Over Printed Name
Supplier / Date 08-14-25

RUBY G. MANANGU
City Accountant





Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number

GS-2507007

Purchase Order Date: **JUL 28 2025**

Procuring Unit	: PUBLIC AFFAIRS AND INFORMATION SERVICE DEPARTMENT	Project Number	: PAISD-25-OESC-0612
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-337
Business Type	: Sole Proprietorship Registration No. 3865069	TIN	: 612-298-283-00000
		Contact Number	: 09178214319

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18	For paper, postcard and photo sizes Use to cut card, photo paper, foil paper and etc. Paper guide to ensure you get the right angle with secured sliding paper size marker Paper Shredder 15L, heavy duty shredder machine, can shred staples A4 High Quality Automatic Color family: Black Volts and Hertz: 220V Shred Capacity: 5 sheets; Shred size: 4 x 25mm Security level: 4, Can Shred: Staple Continuous run time: 5 minutes Machine Noise: <62dB Machine Power: 80W German level 4 confidentiality Nitride steel knife, sharp and durable Overheat Protection	unit	2	5,000.00	10,000.00
19	First Aid Kit (carrying case-easy access pocket system) Size: 22.1 x 17.2 x 9.3cm / 8.7 x 6.7 x 3. 6 inches Material: 600D polyester INCLUSIONS: (165 pieces) 1 x First aid kit bag 60 x Adhesive Dressings 2 x Triangular Bandage 96 x 96 x 136cm 1 x First Aid Booklet	piece	2	2,363.40	4,726.80

Obligation Request : 100-2025-07-07339

Approved Budget for the Contract : 212,011.30

Funds Available:

Rafael C. Cadari
RAFAEL C. CADARI 08-14-25
Signature Over Printed Name
Supplier / Date

Ruby G. Manangu
RUBY G. MANANGU
City Accountant





Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number

GS-2507007

Purchase Order

Date: **JUL 28 2025**

Procuring Unit	: PUBLIC AFFAIRS AND INFORMATION SERVICE DEPARTMENT	Project Number	: PAISD-25-OESC-0612
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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	2 x Pressure Bandages 10 x 450cm				
	1 x Hypo Allergenic Tape 1 x 180cm				
	1 x Fever Scan Strip				
	1 x Notepad, paper note pad with lines, 14 x 6.9cm, 48 sheets				
	1 x Pen, ball point pen, 0.7mm tip, black color				
	1 x Tweezers 12cm				
	1 x Shears 14.5cm				
	2 x Eye Pad				
	5 x Skin Cleaning Wipes				
	4 x Non-Adherent Wound Dressings 7.5 x 7.5cm				
	5 x Non-Adherent Wound Dressings 5 x 5cm				
	1 x Emergency Blanket 160 x 210cm				
	4 x Hydro Gel 3.5g				
	6 x Gloves, nitrile gloves large, non-sterile, single use only, powder free, 1 CPR bag				
	10 x Plastic bag, biodegradable white sando bag thick medium size, white color, 10 x 5 x 19 inches size				
	10 x Safety Pins				
	8 x Cotton Gauze Swabs 7.5 x 7.5cm				
	5 x Cotton Gauze Swabs 5 x 5cm				
	1 x Wound Closures				
	5 x Splinter Probes				
	25 x Iodine Cotton Stick				
	1 x Resuscitation face mask in CPR				
	1 x Wound Dressings				

Obligation Request : 100-2025-07-09339

Approved Budget for the Contract : 212,011.30

Funds Available:

Rafael C. Candari
Signature Over Printed Name
Supplier / Date
08-14-25

Ruby G. Manangu
RUBY G. MANANGU
City Accountant



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Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2507007**

Purchase Order Date: **JUL 28 2025**

Procuring Unit : PUBLIC AFFAIRS AND INFORMATION SERVICE DEPARTMENT	Project Number : PAISD-25-OESC-0612
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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
20	Trolley Push Cart Steel wheeled platform truck folds and opens in second Load Capacity: 300kg. Open Dimensions: 91 x 61 x 85 cm Folded Dimensions: 91 x 61 x 28 cm Steel Base Plate: 91 x 61 cm Ball Bearing Wheels 12.5 cm PP + TPR	piece	1	13,000.00	13,000.00

Total Amount : 211,511.30

Total Amount In Words (Pesos): Two Hundred Eleven Thousand Five Hundred Eleven Pesos and 30/100 Only.

Obligation Request : 100-2025-07-07339

Approved Budget for the Contract : 212,011.30

Funds Available:

RUBY G. MANANGU
City Accountant



Rafael E. Sadari
RAFAEL E. SADARI 08-14-25
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 14 2025 and to expire on - SEP 13 2025

CONFORME:

RAFAEL C. CAJDARI

SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE

IN THE CAPACITY OF

08-14-25

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)

X