



Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number **GS-2508069**

Purchase Order Date: **SEP 17 2025**

Procuring Unit : CITY ARCHITECT DEPARTMENT  
 Company Name : MCARMS TRADING  
 Address : Unit 10-C 11th Flr. Capitol Plaza, Barangay Central, Quezon City  
 Business Type : Sole Proprietorship Registration No. 3001084  
 Project Number : CAD-25-OESC-0879  
 Mode of Procurement : Public Bidding  
 Resolution No. : 25-GSPB-415  
 TIN : 432-929-074-00000  
 Contact Number : 09173531844

**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
19	Epson Original 003 ink, 65ml, Bundle of 4 – (Black, Cyan, Yellow, Magenta) ✓	BUNDLE ✓	2 ✓	1,500.00	3,000.00 ✓
20	HP 711 Printer Head Kit/Unit ✓	UNIT ✓	2 ✓	23,620.00	47,240.00 ✓
21	EPSON SC T-5130 PLOTTER Ink Box Tank/Unit ✓	UNIT ✓	8 ✓	3,375.00	27,000.00 ✓

**Total Amount : 2,392,790.00**

Total Amount In Words (Pesos): Two Million Three Hundred Ninety-Two Thousand Seven Hundred Ninety Pesos and 00/100 Only ✓

Obligation Request : *100-2025-09-09208*  
 Approved Budget for the Contract : 2,392,800.00 ✓  
 Funds Available:

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



*Ma Carmille I. Unanan*  
**MA CARMILLE I. UNANAN** 9-23-2025  
 Signature Over Printed Name  
 Supplier / Date

*Ma Josefina G. Belmonte*  
**MA. JOSEFINA G. BELMONTE**  
 City Mayor ✓





Republic of the Philippines  
QUEZON CITY GOVERNMENT



PO Number

9230  
**GS-2508069**

Purchase Order Date: **SEP 17 2025**

Procuring Unit : CITY ARCHITECT DEPARTMENT	Project Number :CAD-25-OESC-0879
Company Name : MCARMS TRADING	Mode of Procurement :Public Bidding
Address : Unit 10-C 11th Flr. Capitol Plaza, Barangay Central, Quezon City	Resolution No. :25-GSPB-415
Business Type : Sole Proprietorship Registration No. 3001084	TIN :432-929-074-00000
	Contact Number :09173531844

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	INK Cartridge, HP Plotter – HP 711B 3WX00A, Black Ink 80ml	CARTRIDGE	65	5,665.00	368,225.00
2	INK Cartridge, HP Plotter – HP 711 CZ130A, Cyan Ink 29ml	CARTRIDGE	45	3,645.00	164,025.00
3	INK Cartridge, HP Plotter – HP 711 CZ131A, Magenta Ink 29ml	CARTRIDGE	45	3,645.00	164,025.00
4	INK Cartridge, HP Plotter – HP 711 CZ132A, Yellow Ink 29ml	CARTRIDGE	45	3,645.00	164,025.00
5	INK Cartridge, Plotter – EPSON SC T5130, Black Ink 80ml (T40B1)	CARTRIDGE	50	6,435.00	321,750.00
6	INK Cartridge, Plotter – EPSON SC T5130, Cyan Ink 50ml (T40B2)	CARTRIDGE	30	5,200.00	156,000.00
7	INK Cartridge, Plotter – EPSON SC T5130, Magenta Ink 50ml (T40B3)	CARTRIDGE	30	5,200.00	156,000.00
8	INK Cartridge, Plotter – EPSON SC T5130, Yellow Ink 50ml (T40B4)	CARTRIDGE	30	5,200.00	156,000.00
9	Laser Toner Cartridge – Canon CRG 335 color laser printer – 13,000 pages – BLACK/unit	CARTRIDGE	6	19,500.00	117,000.00
10	Laser Toner Cartridge – Canon CRG 335 color laser printer – 16,500 pages – CYAN/unit	CARTRIDGE	4	39,500.00	158,000.00
11	Laser Toner Cartridge – Canon CRG 335 color laser printer – 16,500 pages – MAGENTA/unit	CARTRIDGE	4	39,500.00	158,000.00
12	Laser Toner Cartridge – Canon CRG 335 color laser printer – 16,500 pages – YELLOW/unit	CARTRIDGE	4	39,500.00	158,000.00
13	Toner kit for Kyocera copier – TK-7120 (TasKalfa 3212i)	CARTRIDGE	3	13,500.00	40,500.00
14	Ink Cartridge for Canon IP 2700 Pixma – PG 810 (Black)	CARTRIDGE	10	1,400.00	14,000.00
15	Ink Cartridge for Canon IP 2700 Pixma – CL 811 (Color)	CARTRIDGE	5	1,800.00	9,000.00
16	Epson Original 664 ink, Black, 70ml	CARTRIDGE	10	400.00	4,000.00
17	Epson Original 664 ink, 70ml, Bundle of 4 – (Black, Cyan, Yellow, Magenta)	BUNDLE	2	1,500.00	3,000.00
18	Epson Original 003 ink, Black, 65ml	CARTRIDGE	10	400.00	4,000.00

Obligation Request : 100-2025-09-09208

Approved Budget for the Contract : 2,392,800.00

Funds Available:

*[Signature]*  
MA. CARMILLE I. CUDAPAN 9-23-2025  
Signature Over Printed Name  
Supplier / Date

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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 SEP 23 2025 and to expire on -

OCT 23 2025

CONFORME:

MA. CARMILLE J. LUDAVAN

SIGNATURE OVER PRINTED NAME

PROPRIETRESS

IN THE CAPACITY OF

9-23-2025

DATE

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

MCARMS 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)

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