



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2510157**

Purchase Order Date: **NOV 13 2025**

Procuring Unit	: PARKS DEVELOPMENT AND ADMINISTRATION DEPARTMENT	Project Number	: PDAD-25-OSD-1116
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-663
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 :** Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Toner for Digital Copier, M5526cdw, Cyan	piece	4	7,834.50	31,338.00
2	Toner for Digital Copier, M5526cdw, Magenta	piece	4	7,884.50	31,538.00
3	Toner for Digital Copier, M5526cdw, Yellow	piece	4	7,884.50	31,538.00
4	Toner for Digital Copier, M5526cdw, Black	piece	8	6,740.50	53,924.00
5	External Hard Drive, 2TB, interface: USB 3.0, width: 76.00mm, length: 113.20mm	piece	20	5,875.00	117,500.00
6	External Hard Drive 4T, Storage Capacity: 4TB Connection: USB 3.0 (Type-A and Type-C) Internal Drive Type: Hard Disk Drive Dimensions: 7.8 x 5.1 x 1.7 inches Warranty: two (2) years	piece	10	9,360.00	93,600.00
7	Rechargeable Battery (AA), with charger (4pieces/pack), Standard and Rechargeable Batteries Type of Cell Rechargeable Chemical System: Nickel-Metal Hydride (NiMH) Designation: ANSI-1.2H2 IEC-HR6 Nominal Voltage: 1.2 Volts Rated Capacity: 2000 mAh (to 1.0 volts) Based on 400 mA (0.2C) discharge rate Typical Weight: 27 grams (0.95 oz.)	set	25	1,823.00	45,575.00
8	Wired Keyboard, Height: 149 mm Width: 441mm, Depth: 18 mm, USB type for laptop or desktop	piece	10	1,300.00	13,000.00
9	Wired Mouse, Height: 99 mm, Width: 60 mm, Depth: 39mm, USB type for laptop or desktop	piece	10	970.00	9,700.00

Obligation Request : **10-2025-11-12685**

Approved Budget for the Contract : 569,878.00

Funds Available:

Rafael C. Candari
RAFAEL C. CANDARI 11-20-25
Signature Over Printed Name
Supplier / Date

RUBY G. MANANGU
City Accountant



Management System
ISO 9001:2015



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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 : Thirty (30) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
10	Heavy Duty Universal Outlet, Extension Cord, 6-gang, 10 meters long royal cord, 250V, 10A, 2500W	piece	9	2,062.22	18,559.98
11	First Aid Kit, 10 pieces, Adhesive Bandage, 2 pieces Medical Gauze Sheet, 1-piece Ice Bag, 10 pieces Alcohol Disinfectant Sheet, 4 pieces Cleaning Wipes, 1-piece Medical Tape, 1-piece Silicone Tourniquet, 1 piece First Aid Insulation Blanket, 1-piece Triangle Bandage, 1-piece PBT Elastic Bandage, 1-piece Plastic Tweezers, 1-piece Medical Scissors, 5 pieces Safety Pin, 1-piece Whistle, 1-piece Hand Flashlight Heavy Duty, 1 piece Outdoor Knife Card, 40 pieces Cotton Swab, 1 piece First Aid Manual, 1 piece First Aid Kit Bag	set	15	1,100.00	16,500.00
12	Automatic Blood Pressure Monitor, sphygmomanometer, digital, with battery	unit	3	5,105.00	15,315.00
13	Flashlight, rechargeable: 550 lumens 600 beams, battery: Li-Ion, Range 600-meter, water resistant	piece	8	7,500.00	60,000.00
14	Measuring Steel Tape, 10 meters	piece	30	1,053.00	31,590.00

Total Amount : 569,677.98

Total Amount In Words (Pesos): Five Hundred Sixty-Nine Thousand Six Hundred Seventy-Seven Pesos and 98/100 Only

Obligation Request : 100-2025-11-12685

Approved Budget for the Contract : 569,878.00

Funds Available:

RUBY G. MANANGU
City Accountant



Signature of RAFAEL C. CANDARI 11-20-25
Signature Over Printed Name
Supplier / Date

MA. JOSEFINA G. BELMONTE
City Mayor



Management System
ISO 9001:2015



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TERMS AND CONDITIONS

1. 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 imposition of damages against AWARDEE.
2. When required pursuant to Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), the AWARDEE shall, prior to Contract signing, post a Performance Security based on the Total Contract Price of the awarded items, in the form and amount prescribed under RA 12009 and its IRR. The form and amount of performance security shall be those indicated in RA 12009 and its IRR, as applicable.
3. When the AWARDEE fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the AWARDEE may be held liable for damages for the delay and shall pay the **Quezon City Government** liquidated damages, 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 **Quezon City Government**. If AWARDEE has not completed the delivery within the extended period and cumulative amount of liquidated damages reaches ten percent (10%) of the total amount of the awarded items, the **Quezon City Government** may rescind the Contract and impose appropriate sanctions over and above the liquidated damages to be paid, pursuant to the provisions of RA 12009 and its IRR, as applicable.
4. For purposes of assessment and enforcement of the liquidated damages provided under paragraph 3 hereof, the **Quezon City Government**, upon written notice to the AWARDEE, is hereby authorized to deduct any amount due as liquidated damages from any amount due or may become due and owing to the AWARDEE or from any and all bonds or securities posted by the AWARDEE in favor of the **Quezon City Government**, at the option of the latter. It is hereby agreed and understood that the assessment of liquidated damages are cumulative and not alternative remedies of the **Quezon City Government**, under this Contract.
5. The Warranty provision for goods under Section 90 of RA 12009, as applicable, shall be observed under the Contract, and the applicable *Warranty Security* shall be posted by AWARDEE. 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 provisions of Section 71.1.4 of the IRR of RA 12009 .
6. AWARDEE shall furnish the End-user through the **City General Services Department**, the articles, described above;
7. 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.
8. This Contract may be terminated, in whole or in part, at anytime for the convenience of the Government upon thirty (30) days written notice, if determined that conditions are existent which make the project implementation economically, financially, or technically impractical and/or unnecessary, such as, but not limited to, fortuitous event/s or changes in law, and national government policies.
9. Upon the execution and issuance of the Contract, all rules and guidelines governing implementation of procurement contracts under RA 12009 and its IRR, as well as its amendment, if any, shall be applicable.
10. This contract shall also serve as **Notice to Proceed**, to take effect on NOV 20 2025 and to expire on - DEC 20 2025.

CONFORME:

RAFAEL C. CAADARI
SIGNATURE OVER PRINTED NAME

AUTHORIZED REPRESENTATIVE
IN THE CAPACITY OF

11-20-25
DATE

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

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