



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2511187**

Purchase Order Date: NOV 18 2025

Procuring Unit : SCHOOLS DIVISION OFFICE	Project Number : SDO-25-EMS-0896B
Company Name : TINCHIYAH TRADING	Mode of Procurement : Public Bidding
Address : Unit E&F 228 Plaza Bldg. Angelo St. Brgy. N.S. Amoranto Quezon City	Resolution No. : 25-GSPB-690
Business Type : Sole Proprietorship Registration No. 1138972	TIN : 181-078-307-00000
	Contact Number : 09173079164

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	Movable Alphabet Box 2 wooden boxes with 26 compartments, multiple wooden copies of the 26 letters of the alphabet, consonants are colored differently from vowels	piece	860	3,700.00	3,182,000.00
2	Lowercase Letter Blanket Small 30x40/1.75lbs; 100% cotton, edge to edge sublimation printing in vibrant color, sturdy double edge stitching for a clean finish, back color is off white, machine washable	piece	860	740.00	636,400.00
3	Uppercase Sandpaper Letters Presented in different color for vowels and consonants, the letters are fine-grit sandpaper on painted hardboard; the letter set include and extra "y" (twenty-seven letters in all) for instances where y is used as vowel, the set includes a wooden box for display and storage	piece	900	1,145.00	1,030,500.00
4	Lowercase Sandpaper Letter Lowercase letters in print presented in traditional colors of blue for vowels and pinks for consonants; the letters are fine-grit sandpaper on painted hardboard; with extra y letter, short letters such as a, c and n measures 16x11cm, while tall letters as k, b and l measures 19x14; the set includes a wooden box for storage	piece	900	1,145.00	1,030,500.00
5	Sandpaper Numbers Sandpaper numerals set which includes ten green boards with the number 0 to 9 printed in fine grit coating, the cards measure 10cm x 16cm, includes storage/display box	piece	860	1,100.00	946,000.00

Obligation Request : *AM - 2025 - 11 - 0915*

Approved Budget for the Contract : 9,999,900.00

Funds Available:

MARICEL D. APOLACIO 11/20/25
Signature Over Printed Name
Supplier / Date

R
RUBY G. MANANGU
City Accountant



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
6	Sand Writing Tray 30cm long and 14cm wide, made from wood, sanded smooth to touch, comes with a small bag of play sand wooden tracing stick	piece	860	410.00	352,600.00
7	Wooden Building Blocks 100 pieces building blocks, includes storage container with shapes sorter top, hardwood plain & colored wood blocks	piece	860	2,789.00	2,398,540.00
8	Counting Sticks Size is approx. 23x15x2.2cm / 9.06x5.90x0.87 inches (L x W x T), material made from high quality wood, paint used is safe and environment-friendly, 4 color mixed wood sticks	piece	888	385.00	341,880.00

Total Amount : 9,918,420.00

Total Amount In Words (Pesos): Nine Million Nine Hundred Eighteen Thousand Four Hundred Twenty Pesos and 00/100 Only

Obligation Request : 200-2025-11 OMS
Approved Budget for the Contract : 9,999,900.00
Funds Available:

MARICEL D. APELACIO 11/20/25
Signature Over Printed Name
Supplier / Date

RUBY G. MANANGU
City Accountant

MA. JOSEFINA G. BELMONTE
City Mayor



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: *[Signature]*
MARICEL D. DELA CRUZ
 SIGNATURE OVER PRINTED NAME

PROPRIETRESS
 IN THE CAPACITY OF

NOV. 20, 2025
 DATE

Duly authorized to sign this Purchase Order for and on behalf of TINCHIAH TRADING
 COMPANY NAME

SUBSCRIBED AND SWORN to before me this 20 NOV 2025 day of QUEZON CITY 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 DRIVER'S LICENSE C05-12-069883 with his/her photograph and signature appearing thereon with No. _____

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ATTY. RIZAL JOSE R. VALMORES
 NOTARY PUBLIC IN QUEZON CITY
 Commission No. Adm. Matter No. 003 (2025-2026)
 IBP O.R. No. 472850 / 10-23-24 PTR No. 7016197
 Roll No. 28435 / TIN: 205-411-843
 MCLE No. VIII-0008500 Valid Until: 12/31/2026
 Add: #473 Bora Serrano Road, Barangay San Roque, Murphy, Quezon City

***This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to PHP 5,000,000.00 and above only)

[Handwritten mark]