



Republic of the Philippines
QUEZON CITY GOVERNMENT



BAGONG PILIPINAS

PO Number

6044
GS-2512019

Purchase Order Date: DEC 15 2025

Procuring Unit : PUBLIC EMPLOYMENT SERVICE OFFICE	Project Number : PESO-25-OSD-1318
Company Name : EJT ENTERPRISES	Mode of Procurement : Small Value Procurement
Address : No. B28 L16 Topaz St., Golden City Brgy. Dolores, Taytay, Rizal	Resolution No. : 25-GSA-192
Business Type : Sole Proprietorship Registration No. 1333480	TIN : 226-430-824-000
	Contact Number : 09158209040

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 : Upon request by the end-user not later than December 31, 2025
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	BALLPEN, regular (50 pieces/box) -	box	20	350.00	7,000.00
2	MARKER, whiteboard, bullet type, any color -	piece	50	47.60	2,380.00
3	BONDPAPER, (legal size, 70 gsm., sub20) 500 sheets per ream .	ream	120	226.80	27,216.00
4	BONDPAPER, (A4 size, premium grade, 70gsm) .	ream	100	212.80	21,280.00
5	ENVELOPE, documentary, for Legal size documents, 500 pieces per box -	box	5	1,260.00	6,300.00
6	ENVELOPE, expanding, kraftboard, for legal size documents, 100 pieces per box -	box	5	1,820.00	9,100.00
7	BINDER CLIP, backfold, 19mm -	box	16	14.00	224.00
8	SPECIAL PAPER, A4, white color, 90 gsm, 10 sheets/pack .	pack	70	53.20	3,724.00
Total Amount :					77,224.00

Total Amount In Words (Pesos): Seventy-Seven Thousand Two Hundred Twenty-Four Pesos and 00/100 Only

Obligation Request : 100 - 2025 - 12 - 14587

Approved Budget for the Contract : 96,580.20

Funds Available:

Jocelyn P. Francisco / December 14, 2025
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 DEC 16 2025 and to expire on - DEC 31 2025.

CONFORME:

Jocelyn P. Francis W
 SIGNATURE OVER PRINTED NAME

Proprietress
 IN THE CAPACITY OF

DEC. 16, 2025
 DATE

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