



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2512066**

Purchase Order Date: **DEC 18 2025**

Procuring Unit	: HOUSING, COMMUNITY DEVELOPMENT AND RESETTLEMENT DEPARTMENT	Project Number	:HCDRD-25-OEPA-0905C
Company Name	: E.A.G. OFFICE SUPPLIES AND EQUIPMENT TRADING	Mode of Procurement	:Small Value Procurement
Address	: Suite 413 Acre Building 137 Malakas Street Central District 4, Quezon City	Resolution No.	:25-GSA-210
Business Type	: Sole Proprietorship Registration No. 3865069	TIN	:612-298-283-00000
		Contact Number	:09558172116

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 until December 31, 2025

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Repair of Copier Machine (SHARP MX-bB450W) with Property No. 2022-05-02-0001-01-6542 1 piece, Developer 1 piece, Fusing Rear Lower PG 1 piece, PF Roller 1 piece, Tray Cabinet 1 piece, Separation Roller 1 piece, Pick up Sheet	lot	1	20,402.00	20,402.00
Total Amount:					20,402.00

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

Obligation Request : *MO-2025-12.15027*

Approved Budget for the Contract : 20,402.00

Funds Available:

Rafael C. Candari
RAFAEL C. CANDARI 12-18-25
Signature Over Printed Name
Supplier / Date

Ruby G. Manangu
RUBY G. MANANGU
City Accountant



MA. JOSEFINA G. BELMONTE
MA. JOSEFINA G. BELMONTE
City Mayor



Management System
ISO 9001:2015



www.tuv.com
ID 900023413

TERMS AND CONDITIONS

1. AWARDDEE 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 AWARDDEE to comply with the same shall be a ground for imposition of damages against AWARDDEE.
2. When required pursuant to Republic Act No. 12009 and its Implementing Rules and Regulations (IRR), the AWARDDEE 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 AWARDDEE fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the AWARDDEE 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 AWARDDEE 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 AWARDDEE, is hereby authorized to deduct any amount due as liquidated damages from any amount due or may become due and owing to the AWARDDEE or from any and all bonds or securities posted by the AWARDDEE 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 AWARDDEE. 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. AWARDDEE 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 18 2025 and to expire on - DEC 31 2025.

CONFORME: Rafael C. Sandari AUTHORIZED REP. 12-18-25
 SIGNATURE OVER PRINTED NAME IN THE CAPACITY OF 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)