



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2602003**

Purchase Order Date: FEB 24 2026

Procuring Unit : QUEZON CITY UNIVERSITY	Project Number : QCU-26-TA-0246
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. : 26-GSA-053
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 : Quezon City University
Delivery Schedule : Upon Request by the End-User until March 15, 2026
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Medals, acrylic, 3 inches diameter, 6mm thickness, UV print and laser cut, with lace/ribbon	piece	143	200.00	28,600.00
2	Trophy, acrylic with base, 6mm thickness, UV print and laser cut- 10 inches, 2nd Runner-up, MVP & Best in Costume	piece	10	1,400.00	14,000.00
3	Trophy, acrylic with base, 6mm thickness, UV print and laser cut- 12 inches, 1st Runner-up	piece	5	1,680.00	8,400.00
4	Trophy, acrylic with base, 6mm thickness, UV print and laser cut- 14 inches, Champion	piece	9	1,960.00	17,640.00
5	Trophy, acrylic with base, 6mm thickness, UV print and laser cut- 18 inches (Overall Champion)	piece	1	2,420.00	2,420.00
6	Token- Handheld Fan portable, high speed, 3600mAh	piece	10	540.00	5,400.00
7	Tarpaulin- 8 x 10 ft., with eyelet, 12 oz, PVC	piece	1	2,000.00	2,000.00
8	Tarpaulin- 5 x 6 ft., with eyelet, 12 oz, PVC	piece	1	1,000.00	1,000.00

Total Amount : 79,460.00

Total Amount In Words (Pesos): Seventy-Nine Thousand Four Hundred Sixty Pesos and 00/100 Only

Obligation Request : Trust Liabilities
TRUST FUND 107-2026-Q 005

Approved Budget for the Contract : 79,710.00

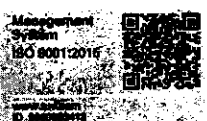
Funds Available:

RUBY G. MANANGU
City Accountant



Signature Over Printed Name
Supplier / Date
RAFAEL C. SANDARI 02-25-26

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 following, as applicable:
 - 1.1. Specifications/Descriptions provided in the Contract/PO/SDA;
 - 1.2. Ordinance No. SP No. 3017, S-2021, otherwise known as the Quezon City Green Public Procurement Ordinance of 2021 and its Implementing Rules and Regulations (IRR);
 - 1.3. Executive Order No. 16, S-2021, also known as Establishing the Quezon City Healthy Food Procurement Policy;
 - 1.4. Executive Order No. 3, S-2025, also known as Guidelines in Reducing Plastic Wastes in Quezon City Government Department and Offices;
 - 1.5. Republic Act No. 12009 "An Act Revising Republic Act No. 9184 Otherwise Known as the "Government Procurement Reform Act", and for Other Purposes and its Implementing Rules and Regulations (IRR)".
 Failure by the **AWARDEE** to comply with the same shall be a ground for non-acceptance of the goods and 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 FEB 25 2026 and to expire on MAR 15 2026.

CONFORME:

Rafael C. CADARI
 SIGNATURE OVER PRINTED NAME

AUTHORIZED REP.
 IN THE CAPACITY OF

02-25-2026
 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)

Handwritten initials or marks.