



Republic of the Philippines
QUEZON CITY GOVERNMENT



PO Number **GS-2603023**

Purchase Order Date: APR 13 2025

Procuring Unit : ROSARIO MACLANG BAUTISTA GENERAL HOSPITAL	Project Number :RMBGH-26-OESC-0433
Company Name : COPYLANDIA OFFICE SYSTEMS CORPORATION	Mode of Procurement :Direct Contracting C
Address : 718 Bumatay Street, Plainview, Mandaluyong City	Resolution No. :26-GSA-068
Business Type : Corporation Registration No. AS93001784	TIN :002-332-000-000
	Contact Number :8535-8535

Sir/Madam:
Please furnish this office the following articles subject to the terms and conditions contained here:

Place of Delivery : Rosario Maclang Bautista General Hospital Delivery Schedule Thirty (30) Calendar Days upon issuance of Notice to Proceed
Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	RISO Ink SF5130	piece	30	1,690.00	50,700.00
2	RISO Master SF5130	piece	7	2,900.00	20,300.00

Total Amount: 71,000.00

Total Amount In Words (Pesos): Seventy-One Thousand Pesos and 00/100 Only

Obligation Request: 100-2026-04-02714

Approved Budget for the Contract : 71,000.00

Funds Available:

RUBY G. MANANGU
City Accountant



MARY JANE B. GARCIA
Signature Over Printed Name
Supplier / Date 04-14-20

MA. JOSEFINA G. BELMONTE
City Mayor



Management System
ISO 9001:2015



www.tuv.com
ID 900033413

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 APR 14 2026 and to expire on MAY 14 2026

CONFORME:

MARY JANE B. GARCIA SENIOR SOLUTIONS CONSULTANT APRIL 14, 2026
SIGNATURE OVER PRINTED NAME IN THE CAPACITY OF DATE

Duly authorized to sign this Purchase Order for and on behalf of COMLANDIA OFFICE SYSTEMS CORPORATION
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)