



# PURCHASE ORDER

## CITY GOVERNMENT OF PASIG

Agency Name

Supplier : DIAMOND-EMPIRE MARKETING  
 Address : Anonas Street, NDC Compound, Sta. Mesa, Sampaloc, 063, Barangay 628, Manila

P.O. No. : 22-12-2222  
 Date : December 05, 2022  
 Mode of Procurement: SMALL VALUE PROCUREMENT

Gentlemen:

Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Central Supply Office  
 Date of Delivery : \_\_\_\_\_

But not to exceed

Delivery Term : 20 Calendar days 31 December 2022  
 Payment Term : within 45 days upon completion of delivery

ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
1	UNIT	2	Laptop, ACER i7-12th Gen, maximum turbo frequency at least 4GHz, 8GB memory, 1TB SSD, WebCam Integrated HD 720p, LCD 15.6" FHD monitor, Top Load Carrying Case or Backpack, 3 Years warranty on parts and services, 1 year on battery. Battery 4 Cell, Battery life of at least 10 hours, With Energy Star 8.5 Rating, With Top Load Carrying Case or Backpack, 3 Years warranty on parts and services, 1-year warranty on the battery. Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD). Product Key is live and usable when delivered. 1 Install only, Commercial Use. Perpetual. Applications: Word, Excel, PowerPoint, One Note, Outlook. can be Installed either Windows 10 & 11 or Mac devices." -1(one) year warranty	59,700.00	119,400.00
2	UNIT	9	Laptop, ASUS i7-12th Gen, 8GB memory, 1TB SSD, WebCam Integrated HD 720p, LCD 14" FHD monitor, Top Load Carrying Case or Backpack, 3 Years warranty on parts and services, 1 year on battery. Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD). Product Key is live and usable when delivered. 1 Install only, Commercial Use. Perpetual. Li-ion battery, Battery life of at least 10 hours, AC Adapter Port: Type-C, With Energy Star 8.5 Rating, With Top Load Carrying Case or Backpack, 3 Years warranty on parts and services, 1-year warranty on the battery.  Applications: Word, Excel, PowerPoint, One Note, Outlook. can be Installed either Windows 10 & 11 or Mac devices."	41,790.00	376,110.00

Control No. **4119**

**SUBTOTAL :                      Php 495,510.00**

**Total Amount in Words** Four Hundred Ninety-five Thousand Five Hundred Ten Pesos Only.

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

Conforme :

MICO IVAN L. LAO  
 (Signature over printed name of Supplier)  
12-13-2022  
 Date

ROBERT VINCENT JUDE B. JAWORSKI  
 (Authorized Official)  
 City Vice Mayor II

Requisitioning Office/Dept. :

Funds Available :

LOIDA U. VILLANUEVA  
 (Authorized Official)

**JUVY A. CUENCO**  
 Chief Accountant

Amount : \_\_\_\_\_  
 OBR No. : \_\_\_\_\_



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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
3	UNIT	1	Heavy-Duty Photocopier Xerox Machine, EPSON -Scanner, Printer, Copier -Colored -Printer/Copy Speed; at least 25 copies per minute (A4 size) -Paper Size: at least A6 up to A3 -With Control Panel Display (Touchscreen) -Memory: at least up to 3GB -SSD/HDD: at least 126GB -Tray/Cassette: at least 2 trays/cassette that can handle at least 50 sheets per tray/cassette -Must be compatible with Windows, MAcintosh, Linus & Unix -Interface Connection: Ethernet, Network, Twain Scan, NSD Scan, USB (at least USB 2.0) -1(one) year warranty	71,640.00	71,640.00

Control No. **4119**

**SUBTOTAL :      Php 567,150.00**

**Total Amount in Words** Five Hundred Sixty-seven Thousand One Hundred Fifty Pesos Only.

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

Conforme :

MICO IVAN L. LAO *(Signature)*  
 (Signature over printed name of Supplier)  
12-13-2022  
 Date

ROBERT VINCENT JUDE B. JAWORSKI  
 (Authorized Official)  
 City Vice Mayor II

Requisitioning Office/Dept. :  
  
LOIDA U. WILLANUEVA  
 (Authorized Official)

Funds Available :  
  
JUVY A. CUENCO  
 Chief Accountant

Amount : \_\_\_\_\_  
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P.O. No. : 22-12-2222  
 Date : December 05, 2022  
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Gentlemen:  
 Please furnish this office the following articles subject to the terms and conditions contained herein:

Place of Delivery : Central Supply Office But not to exceed  
 Date of Delivery : \_\_\_\_\_ Delivery Term : 20 Calendar days 31 December 2022  
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
4	UNIT	4	Branded Desktop, ASUS Processor: i5-12th gen, maximum turbo frequency at least 4.4 GHz, memory 8GB, storages: 1TB SSD, 500GB HDD, at least 23" LED LCD Monitor, USB Wired Keyboard, USB Wired Mouse, bundled with Uninterruptible Power Supply 650VA with AVR and 3 Years of Warranty on Parts and Services (for Regular Type of Users)  Bundled UNINTERRUPTIBLE POWER SUPPLY 650VA with AVR For Desktop Computers Technical Specifications:  360 Watts / 650VA Output Frequency - 50/60 Hz +/- 1 Hz Sync to mains Topology - Line Interactive Waveform type - Stepped approximation to a sinewave Transfer Time - 6ms typical: 10ms maximum Input Frequency - 50/60 Hz +/- 3 Hz Autosensing Input voltage range for main operations - 140 to 300V Number of Power Cords - 1 Type of Input Protection Required Circuit breaker Batteries & Runtime; Battery type - Lead-acid battery Typical recharge time 8 hours Nominal Battery Voltage 12V Battery Volt-Amp-Hour Capacity - 84 Control Panel - LED Status display with online: on battery Audible Alarm when on battery: distinctive low battery alarm: overload continuous tone alarm Surge energy rating 156Joules Color - Black	43,780.00	175,120.00

Control No. **4119** **SUBTOTAL :** **Php 742,270.00**

**Total Amount in Words** Seven Hundred Forty-two Thousand Two Hundred Seventy Pesos Only.

In case of the failure to make the full delivery within the time specified above, a penalty of one tenth (1/10) of one (1) percent for every day of delay shall be imposed as provided for by the, 2016 IRR of RA 9184.

Very truly yours,

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MICO IVAN L. LAO / *[Signature]*  
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12-13-2022  
 Date

ROBERT VINCENT JUDE B. JAWORSKI  
 (Authorized Official)  
 City Vice Mayor II

Requisitioning Office/Dept. :  <p style="text-align: center;"><i>[Signature]</i>  <b>LOIDA U. VILLANUEVA</b>          (Authorized Official)</p>	Funds Available :  <p style="text-align: center;"><b>JUVY A. CUENCO</b>          Chief Accountant</p>	Amount : _____ OBR No. : _____
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*Agency Name*

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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
			Approvals: EN/IEC 60204-1, EN/IEC 60204-2 Standard warranty - 2 years repair or replacement  Bundled with MS Office Home and Business 2021 with Electronic Software Distribution (ESD). The product Key is live and usable when delivered. 1 Install only, Commercial Use. Perpetual. Applications: Word, Excel, PowerPoint, One Note, Outlook. can be installed on either Windows 10 & 11 or Mac devices"		
5	UNIT	2	PHOTOCOPIER MACHINE, EPSON "Photocopier, Monochrome multifunction printer Duplex automatic document feeder Feeder capacity at least 110 sheets Memory capacity at least 256 MB Printing and Scan resolutions at least 600x600 dpi Can copy from A5 to A3 sizes of paper Continuous copy, print, scan speeds at least 10 sheets per minute on A3 Supported by Windows 7 or later editions of Operating System Capable of Ethernet 100BASE-TX / 10BASE-T, USB 2.0 or more"	44,775.00	89,550.00

Control No. **4119**

**SUBTOTAL :                      Php 831,820.00**

**Total Amount in Words** Eight Hundred Thirty-one Thousand Eight Hundred Twenty Pesos Only.

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Very truly yours,

Conforme :

MICO IVAN L. LAO *(Signature)*  
 (Signature over printed name of Supplier)  
12-13-2022  
 Date

ROBERT VINCENT JUDE B. JAWORSKI  
 (Authorized Official)  
 City Vice Mayor II

Requisitioning Office/Dept. :  <div style="text-align: center;">   <b>LOIDA U. VILLANUEVA</b>          (Authorized Official)       </div>	Funds Available :  <div style="text-align: center;"> <b>JUVY A. CUENCO</b>          Chief Accountant       </div>	Amount : _____ OBR No. : _____
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
6	UNIT	7	Digital Voice Recorder, CANON -Built in Memory: at least 4GB (expandable) -Channel: Stereo -Recording and Playback Format:MP3, WMA, LPCM -Earphone Jack -Built-in Microphone(Omni-directional S Microphone System) -USB connectivity -Functionality: Voice operated recording or equivalent Noise Cut Filter Low Cut Filter Digital Pitch Control LCD Display USB Charge -Battery Life: at least 20 hours (recording mode at least 192-8kbps) -At least 1 year warranty on parts and services	6,965.00	48,755.00
7	UNIT	1	Camera, CANON -DSLR Camera -Sensor: APS-C -at least 24 Megapixels -at least 6 Frames/Second -at least 100-25,600 ISO -viewfinder:Optical (Penta Mirror) -Swivel Touchscreen -With Built-in Wifi -at least 1 year warrant	36,815.00	36,815.00

Control No. **4119**

**SUBTOTAL :**

**Php 917,390.00**

**Total Amount in Words** *Nine Hundred Seventeen Thousand Three Hundred Ninety Pesos Only.*

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Very truly yours,

Conforme :

MICO IVAN L. LAO *[Signature]*  
 (Signature over printed name of Supplier)  
12-13-2022  
 Date

ROBERT VINCENT JUDE B. JAWORSKI  
 (Authorized Official)  
 City Vice Mayor II

Requisitioning Office/Dept. :

Funds Available :

LOIDA U. VILLANUEVA  
 (Authorized Official)

**JUVY A. CUENCO**  
 Chief Accountant

Amount : \_\_\_\_\_  
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ITEM NO.	UNIT	QTY	DESCRIPTION	UNIT COST	AMOUNT
8	UNIT	1	Camera, CANON -DSLR Camera -CMOS (APS-C) -at least 24 Megapixels -Continuous shooting speed : at least 3fps -at least 100-6,400 ISO -WiFi/NPC Supported -Focus point: at least 9 -at least 1 year warrant	33,830.00	33,830.00
9	UNIT	1	Camera Lens, CANON MODEL: NIKON AF-S DX 18-200MM f/3.5-5.6G ED VR II LENS Weight (g) for Lenses: 565 Dimensions for Lenses: 77 x 96.5mm Bag/Case size (not supplied): Lens Case 1 Type: Zoom Focal Range: Standard Lens, Wide Angle, Telephoto Lens Fitting: Nikon AFS Focusing: Auto Macro: No Filter - Size: 72mm"	26,168.50	26,168.50
10	PCS	1	Camera lens,,, CANON DSLR Camera, Canon Lens 18.55 ***** Nothing Follows *****	13,223.55	13,223.55
Office Equipment for the use of Secretary to the Sangguninag Panlungsod					

Control No. **4119**

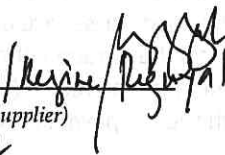
**GRAND TOTAL :      Php 990,612.05**

**Total Amount in Words** Nine Hundred Ninety Thousand Six Hundred Twelve Pesos And 05/100 Only.



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Conforme :

MICO IVAN L. LAO   
 (Signature over printed name of Supplier)  
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 Date

ROBERT VINCENT JUDE B. JAWORSKI   
 (Authorized Official)  
 City Vice Mayor II

Requisitioning Office/Dept. :  <div style="text-align: center;">  <b>LOIDA U. VILLANUEVA</b>          (Authorized Official)</div>	Funds Available :   <div style="text-align: center;"><b>JUVY A. CUENCOB</b>          Chief Accountant</div>	Amount : <u>₱ 990,612.05</u> OBR No. : <u>100-2022-11-</u> <u>0042-1022</u>
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