



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
 Quezon City Government



PO Number **2011175**

Date: **NOV 25 2020**

Procuring Unit : Office of the City Mayor  
 Company Name : V-PF CREATIVE MARKETING COMMUNICATIONS  
 Address : PM Apartment #24 Matalino St., Brgy. Central, Quezon City  
 Business Type : Sole Proprietorship Registration #01395015  
 PR Number : GF-20-10-01958  
 Mode of Procurement : Direct Contracting C  
 Resolution No. : 20-A-461  
 TIN Number : 228-656-133-000  
 Contact Number : 921-4501 loc. 207

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

Place of Delivery : Office of the City Mayor  
 Delivery Schedule : Ten (10) Calendar Days  
 Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
25	Full Face Shields - Acrylic 1.5mm Thickness; UV 400 glasses; festival logo print	pc	200	75.00	15,000.00
26	Festival Bags - Canvas cloth; Size: 14 inches by 15 inches; Festival logo Silkscreen print	pc	300	190.00	57,000.00
27	ID Lanyards - Durable Polyester Lanyards/Neck Straps with Swivel Metal Oval; Lightweight, comfortable and soft to wear; Easy to attach and detach for stuff with lanyard port/hole; 23 inches long, 1 inches wide, Nylon-Polyester Material, Sublimation Printing	pc	250	85.00	21,250.00
28	Festival Posters - Size:18x 24 inches, Full color pint high quality poster paper, UV Lamination	pc	300	45.00	13,500.00
29	Dropdown Banners - Tarpaulin Full Color print, Size: 3x8 feet With wood frame	pc	250	550.00	137,500.00
30	Billboards - Tarpaulin full color print, Size: 3x6 meters	pc	10	4,800.00	48,000.00
31	Pull-up Banners - Full Color Print, Height 800mm to 1000mm wide, Pull up Mechanism	pc	20	1,200.00	24,000.00
32	Film Guide/Schedules - Size: 8.5 cm x 11cm, Material: C2S150, Full Color print both sides, UV Lamination, Vertical Perforation.	pc	2,500	105.00	262,500.00
33	Festival Invites - Size: 8x11 inches 31, Material: Specialty Paper C2S 180 textured, Full Color Print, folded with envelop	pc	500	74.00	37,000.00
***** Nothing Follows *****					

**Total Amount : 12,000,000.00**

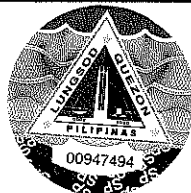
Total Amount in Words (Pesos): Twelve Million Pesos Only

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

*Vicente-Pablo T. Fernandez*  
 Signature Over Printed Name of Supplier / Date **11-26-2020**

Funds Available:

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant



OBR: 100-2020-11-09502  
 PR Amount : 12,000,000.00



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
 Quezon City Government



PO Number **2011175**

Date: **NOV 25 2020**

Procuring Unit : <b>Office of the City Mayor</b>	PR Number : <b>GF-20-10-01958</b>
Company Name : <b>V-PF CREATIVE MARKETING COMMUNICATIONS</b>	Mode of Procurement : <b>Direct Contracting C</b>
Address : <b>PM Apartment #24 Matalino St., Brgy. Central, Quezon City</b>	Resolution No. : <b>20-A-461</b>
Business Type : <b>Sole Proprietorship Registration #01395015</b>	TIN Number : <b>228-656-133-000</b>
	Contact Number : <b>921-4501 loc. 207</b>

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

**Place of Delivery :** Office of the City Mayor **Delivery Schedule :** Ten (10) Calendar Days  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>QCINEMA INTERNATIONAL FILM FESTIVAL SPECIAL EDITION 2020            A Blended Film Festival with a theme: "Exploring a new Film scape"            Inclusive of:            Concept Development, Event Planning and Management, Logistical preparation. Production Supervision, Stage Direction, Overall Festival Theme (art and design, print, logo development, etc.). Talent Fees and Honorarium for the hosts and guest artists for opening, Screening Committee and Online Events, AVPs and promo plugs. Technical Set-up for online events. Technical set-up for opening, closing and online webinar: Lights, Sound, LEDs, Publicity/Social Media, Screening Fees for Foreign (including rights, shipping costs) and local films DCP for Qcinema Short Shorts for 6 Entries, Festival production and technical personnel. Visual Festival Online Management Platform, Industry Forum Package (Includes food, venue and rental) for days. Opening and Closing Event package (includes food and venue rental), Qcinema Book Launch, Qcinema Short Shorts, Industry Financial Assistance, Giveaways, Event Posters, Banners, Billboard Tarpaulins, Film Guide/Schedules, Festival Invitation.</p> <p>Scope of Work:            -Submission of concept, design, implementation of sequence activities;            -Submission of hard copy of audio/video presentation of the activity.</p> <p>Terms of Payment:            a)30% Partial payment upon approval of the concept paper;            b)70% Full payment upon full implementation of activities.</p> <p>Cost Derivation:</p>				

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

*Vicente-Paolo G. Ferrandez* 11-25-2020  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

OBR : *100-2020-11-09502*  
 PR Amount : 12,000,000.00



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
 Quezon City Government



PO Number **2011175**

Date: NOV 25 2020

Procuring Unit : Office of the City Mayor	PR Number : GF-20-10-01958
Company Name : V-PF CREATIVE MARKETING COMMUNICATIONS	Mode of Procurement : Direct Contracting C
Address : PM Apartment #24 Matalino St., Brgy. Central, Quezon City	Resolution No. : 20-A-461
Business Type : Sole Proprietorship Registration #01395015	TIN Number : 228-656-133-000
	Contact Number : 921-4501 loc. 207

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

**Place of Delivery :** Office of the City Mayor **Delivery Schedule :** Ten (10) Calendar Days  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Concept Development - Production Concept; Production Management; Research and Development; Total Quality Management; Finance	pckg	1	435,000.00	435,000.00
2	Event Planning and Management -Service Strategy; Service Design; Service Transition; Accounting and Budgeting; Security, Safety and Promotion	pckg	1	415,200.00	415,200.00
3	Logistical Preparation -Event Location and Set up; Food and Beverages; Transportation; Hospitality; Network and Communications; Progress Report/Development	pckg	1	365,850.00	365,850.00
4	Production Supervision -Project Director; Project Manager; Production Manager; Production Supervision; Production Assistants; Directors; Utilities	pckg	1	545,700.00	545,700.00
5	Stage Direction (Live and Online) Live Event Director; Technical Director; Technical Assistants; Stage Manager; Floor Director; Production Assistants; Utilities	pckg	1	320,000.00	320,000.00
6	Overall Festival theme (art & design, print, logo dev't., etc) Art Director; Visual Artist; Layout Artist; Art and Design	pckg	1	130,000.00	130,000.00
7	Talent fees and Honorarium (hosts and guest artists for opening, Screening committee and online events)	pckg	1	600,000.00	600,000.00
8	AVPs and promo plugs -PSA; Omnibus; Movie Trailer Line-up; Social Media Promotion Videos; OBB and CCB; Video Playbacks	pckg	1	590,000.00	590,000.00
9	Technical set-up for online events, opening, closing and online Art and Design/Title Card/Animation Production Design; Online Technical Director; Online Technical Manager; Online Technical Supervisor; Technical Assistants; Online Broadcast Facility	pckg	1	480,000.00	480,000.00
10	Technical set-up for the Opening, Closing and Online Webinars : Lights, Sound, LEDs Rental Package	pckg	1	580,000.00	580,000.00

*K*  
**MA. JOSEFINA G. BELMONTE**  
 City Mayor

*VP*  
**Vicente-Paulo J. Ferrandez** 11-25-2020  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

*Ruby G. Manangu*  
**RUBY G. MANANGU**  
 City Accountant

OBR: 100-2020-11-09502

PR Amount : 12,000,000.00



Republic of the Philippines  
**PROCUREMENT DEPARTMENT**  
 Quezon City Government



PO Number **2011175**

Date: **NOV 25 2020**

Procuring Unit : Office of the City Mayor	PR Number : GF-20-10-01958
Company Name : V-PF CREATIVE MARKETING COMMUNICATIONS	Mode of Procurement : Direct Contracting C
Address : PM Apartment #24 Matalino St., Brgy. Central, Quezon City	Resolution No. : 20-A-461
Business Type : Sole Proprietorship Registration #01395015	TIN Number : 228-656-133-000
	Contact Number : 921-4501 loc. 207

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

**Place of Delivery :** Office of the City Mayor **Delivery Schedule :** Ten (10) Calendar Days  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
11	Publicity / Social Media Creating audience persona; Planning and Management; Budgeting; Resourcing; Content Production; Digital Strategy	pckg	1	290,000.00	290,000.00
12	Screening Fees for Foreign films (including rights, shipping costs) and local films	pckg	1	500,000.00	500,000.00
13	Digital Cinema Package (DCP) for QCinema Short Shorts for 6 Entries	pckg	1	50,000.00	50,000.00
14	Festival Production and technical personnel Project Director; Project Manager; Project Supervisor; Consultants; Festival Manager; Festival Assistant; Monitoring; Festival Programmer; Technical Director; Technical Manager; Technical Supervisor; Technical Assistants; Messengers	pckg	1	1,500,000.00	1,500,000.00
15	Visual Festival Online Management Platform Online Platform Software; Profile Management; Search Engine Optimization; Social Media Integration; Management Planning; Visual Online Management	pckg	1	250,000.00	250,000.00
16	Industry Forum Package (Includes Food, Venue Rental) for two days	pckg	80	4,725.00	378,000.00
17	Opening and Closing Event Package (Includes Food and Venue Rental)	pckg	80	5,000.00	400,000.00
18	QCinema Book Launch	pckg	1	200,000.00	200,000.00
19	QCinema Short Shorts six winners (5mins Short film) 6 entries	pckg	1	300,000.00	300,000.00
20	Industry Financial Assistance Financial assistants awarded to several film organization Thru Inter-Guild Alliance	pckg	1	2,000,000.00	2,000,000.00
21	Completion Fund Film Grant awarded for one film	pckg	1	900,000.00	900,000.00
22	T-Shirts - festival logo print front and Back Assorted sizes - 100% Cotton; Silk Screen Printing	pc	500	260.00	130,000.00
23	Hand Sanitizers - Slim sprayer (6cm x 9cm) Festival logo print	pc	300	45.00	13,500.00
24	Face Masks - neoprene cloth; Sublimation festival logo print	pc	200	55.00	11,000.00

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

**Vicente-Pablo T. Fernandez** 11-25-2020  
 Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
 City Accountant

OBR : 100-2020-11-09502  
 PR Amount : 12,000,000.00

**TERMS AND CONDITIONS**

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. 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 cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, 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 procuring entity concerned.
7. 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 terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. 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.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an Integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on NOV 26 2020 and to expire on -

CONFORME: VPF 06 2020  
Vicento-Paolo T. Ferrandez                      Executive Creative Producer                      11/26/2020  
 SIGNATURE OVER PRINTED NAME                      IN THE CAPACITY OF                      DATE

Duly authorized to sign this Purchase Order for and on behalf of VPF Creative Marketing Communications  
 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)**

**TERMS AND CONDITIONS**

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. 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 cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, 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 procuring entity concerned.
7. 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 terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. 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.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an Integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on NOV 26 2020 and to expire on - DEC 06 2020

CONFORME:

Vicente-Paolo T. Fernandez  
SIGNATURE OVER PRINTED NAME

Executive Creative Producer  
IN THE CAPACITY OF

11/26/2020  
DATE

Duly authorized to sign this Purchase Order for and on behalf of VPF Creative Marketing Communications  
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)**

**TERMS AND CONDITIONS**

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. 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 cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, 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 procuring entity concerned.
7. 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 terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. 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.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an Integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on NOV 26 2020 and to expire on -

CONFORME: DEC 06 2020  
Vicente Paolo F. Fernandez  
 SIGNATURE OVER PRINTED NAME

Executive Creative Producer  
 IN THE CAPACITY OF

11/26/2020  
 DATE

Duly authorized to sign this Purchase Order for and on behalf of VPF Creative Marketing Communications  
 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)**

**TERMS AND CONDITIONS**

1. ALL PRICES INDICATED HEREIN ARE VALID, BINDING AND EFFECTIVE AT LEAST WITHIN THIRTY (30) CALENDAR DAYS FROM DATE OF RECEIPT.
2. 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 cancellation of the award and purchase order issued to that AWARDEE and for re-awarding the item(s) to the ALTERNATE AWARDEE.
3. AWARDEE shall pick up purchase order(s) issued in its favor within three (3) days after receipt of notice to that effect. A telephone call, fax transmission or electronic mail (e-mail) shall constitute an official notice to the AWARDEE. Thereafter, if the purchase order(s) remains unclaimed, the said purchase order(s) shall be sent by mailing or courier, messengerial service to the AWARDEE. To avoid delay in the delivery of the requesting end-user's requirement, all DEFAULTING AWARDEES shall be precluded from proposing or submitting a substitute sample.
4. Subject to the provisions of the preceding paragraph, where AWARDEE has accepted a purchase order but fails to deliver the required product(s) within the time called for in the same order, the delivery period may be extended a maximum of fifteen (15) calendar days under liquidated damages to make good the delivery. Thereafter, if AWARDEE has not completed the
5. delivery within the extended period, the subject purchase order shall be cancelled and the award for the undelivered balance, withdrawn from that AWARDEE. The BAC-Goods and Services shall then purchase the required item(s) from such other source(s) as it may determine, with the difference in price to be charged against the DEFAULTING AWARDEE. Refusal by the DEFAULTING AWARDEE to shoulder the price difference shall be ground for its disqualification from future bids of the same items, without prejudice to the imposition of other sanction as prescribed under RA 9184 and its RIRR.
6. When the supplier fails to satisfactorily deliver goods/services under the contract within the specified delivery schedule, inclusive of duly granted time extensions, if any, the supplier shall be liable for damages for the delay and shall pay the procuring entity liquidated damages, not by way of penalty, 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 procuring entity concerned.
7. 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 terms and conditions prescribed under paragraph 4 hereof.
8. Supplier shall guarantee its deliveries to be free from defects. Any defective item(s)/product(s), therefore that maybe discovered by the **Quezon City Government** within three (3) months after acceptance of the same, shall be replaced by the supplier within seven (7) calendar days upon receipt of a written notice to that effect.
9. All duties, excise and other taxes and revenue charges, if any, shall be for the supplier's account.
10. As a pre-condition to payment, IMPORTANT DOCUMENTS specifically showing the condition and serial numbers of the imported equipment purchased should be submitted by the supplier to the **Quezon City Government**.
11. All transactions are subject to applicable withholding taxes in accordance with existing BIR rules and regulations.
12. Supplier shall furnish the End-user through the City General Services Department stockroom, the articles, described above;
13. 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.
14. Provisions contained in Title VI, Book IV of the Civil Code of the Philippines on Sales are hereby incorporated and made as an Integral part hereof.
15. This contract shall also serve as **Notice to Proceed**, to take effect on NOV 26 2020 and to expire on - DEC 06 2020

CONFORME: [Signature]  
Vicente-Pablo T. Ferrandez  
 SIGNATURE OVER PRINTED NAME

Executive Creative Producer  
 IN THE CAPACITY OF

11/26/2020  
 DATE

Duly authorized to sign this Purchase Order for and on behalf of VPT Creative Marketing Communications  
 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 (No. 02-8-13-SC). Affiants exhibited to me his/her \_\_\_\_\_ with his/her photograph and signature appearing thereon with No. \_\_\_\_\_

Doc. No. 369  
 Page No. 13  
 Book No. 001  
 Series of 2020

**NOTARIAL SEAL**  
 ATTY. MARK JOSEPH E. MARCELO  
 ROOM 405 PM BUILDING, MATALINO ST. Q.C.  
 ROLL NO. 89314 / NOTARIAL NO. 259  
 UNTIL DECEMBER 31, 2020  
 PTR NO. 7377353 / 1-08-10 / Q.C.  
 IBP NO. 016608 / MCLE NO. VI-0026095

\*\*\*This Purchase Order shall be deemed invalid without Notary Seal (for project amounting to Php2,500,000.00 and above only)