



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2110090**
Purchase Order Date: **NOV 10 2021**

Procuring Unit	: BUSINESS PERMITS AND LICENSING DEPARTMENT	Project Number	: BPLD-21-SERVICES-480
Company Name	: MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement	: Direct Contracting 50 (A)
Address	: B2 L17 Diamond St., Sta. Perpetua Vill., Tandang Sora, Quezon City	Resolution No.	: 21-A-503
Business Type	: Sole Proprietorship Registration #01181102	TIN Number	: 240-346-466-000
		Contact Number	: 9901246

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

Place of Delivery : CGSD Central Warehouse	Delivery Schedule : Sixty (60) Calendar Days
Payment Term : Credit	

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	6. Conduct a one-day photography, showing BPLD office and team, heads, etc. Also, produce photos showing people using the website, etc. or interacting with BPLD staff. Will also show health protocols being followed by the BPLD. 7. Once layout is read, will also assist in proofreading, captioning, and editing of the entire report. 8. Assist in ensuring that the Report will be ready for submission and complied with the criteria of the award-giving bodies. With attached Terms of Reference as an integral part of this Purchase Order. ***** Nothing Follows *****				

Total Amount :	500,000.00
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Total Amount In Words (Pesos): Five Hundred Thousand Pesos Only

MA. JOSEFINA G. BELMONTE City Mayor	MA. REGINA JIMENEZ LOPEZ 10/12/2021 Signature Over Printed Name of Supplier / Date
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Funds Available: RUBY G. MANANGU City Accountant	 OBR : 100-2021-10-12010 PR Amount : 500,000.00
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PO Number **2110090**

Purchase Order Date: **NOV 10 2021**

Procuring Unit : **BUSINESS PERMITS AND LICENSING DEPARTMENT**
PR Number : **BPLD-21-SERVICES-480**
Company Name : **MOIST GRAPHIC DESIGN AND CREATIVE SERVICES**
Mode of Procurement : **Direct Contracting 50 (A)**
Address : **B2 L17 Diamond St., Sta. Perpetua Vill., Tandang Sora, Quezon City**
Resolution No. : **21-A-503**
Business Type : **Sole Proprietorship Registration #01181102**
TIN Number : **240-346-466-000**
Contact Number : **9901246**

Sir/Madam:

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

Place of Delivery : CGSD Central Warehouse

Delivery Schedule : Sixty (60) Calendar Days

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>PUBLICATION OF A SPECIAL ACCOMPLISHMENT REPORT OF THE BUSINESS PERMITS AND LICENSING DEPARTMENT IN LINE WITH THE EASE OF DOING BUSINESS ACT (RA 11032) OF 2018</p> <p>The Business Permits and Licensing Department (BPLD) has introduced, in just a span of two years, class leading accomplishment that are proof that Quezon City is a business-friendly and innovate city. The BPLD is the first office that business owners in QC interact with and as such, must be an example of good governance, public transparency, and digital efficiency that the local government espouses.</p> <p>The BPLD mandate is to make sure business permits applications and renewals are easy and efficient, which means that long physical lines of yesteryears must be changed to online lines. This is also in compliance with the Ease of Doing Business and Efficient Government Service Delivery Act of 2018.</p> <p>SCOPE OF WORK:</p> <ol style="list-style-type: none">1. Provide the concept for the Accomplishment Report E-book2. Provide the Proposed Titles3. Draft the entire narrative of the report, which includes the entire stories, plus messages from the Mayor, Vice Mayor, BPLD Head, among other necessary VIPs.4. Do interviews with at least 5 business owners that will become part of the testimonial section. Interview includes confirming details and asking for their images.5. Assist in the look, layout, and graphics of the Accomplishment Report.	lot	1	500,000.00	500,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

MA. REGINA JIMENEZ LOPEZ 10/12/2021
Signature Over Printed Name of Supplier Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR : 10-2021-10-12010

PR Amount : 500,000.00

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 12 2021 and to expire on -

CONFORME:

MA. REGINA SIMONEZ LOPEZ

SIGNATURE OVER PRINTED NAME

PROPRIETOR

IN THE CAPACITY OF

10/12/2021

DATE

Duly authorized to sign this Purchase Order for and on behalf of MOIST GRAPHIC DESIGN & CREATIVE SERVICES
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)