



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2205112**

Purchase Order Date: **JUN 29 2022**

Procuring Unit	: OFFICE OF THE CITY MAYOR (GAD COUNCIL OFFICE)	Project Number	:OCM(GAD)-22-PS2-330B
Company Name	: MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement	:Public Bidding
Address	: Blk2 Lot 17 Diamond St., Sta. Perpetua Village, Tandang Sora, Quezon City	Resolution No.	:22-PB-191
Business Type	: Sole Proprietorship Registration #2090722	TIN Number	:240-346-466-000
		Contact Number	:09151785346

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 : Upon Request by the End User
Until December 31, 2022

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	REVISED QC GAD CODE (reprinting) Size: 6inches x 8inches Paper: book paper (80gsm) Inside: black and white printing Color: black and white cover color Pages: 108 pages including cover Binding: stapled bind	piece	300	240.00	72,000.00
2	LOCALIZATION OF MAGNA CARTA (BOOK) WITH APPENDICES (reprinting) Size: 8.5inches x 11inches Paper: book paper (80gsm); laminated Color: (black and white inside) Cover: full color Pages: 202 pages Color of cover-full color (198 pages inside: 4 pages' cover) Binding: perfect binding	piece	300	260.00	78,000.00
3	POSTER 18inches x 24inches, full color Paper: CS2180	piece	2,000	75.00	150,000.00
4	QC GAD NEWSLETTER (Empowered QC) Size: 8.5inches x 11inches Glossy Paper C2S 100 Binding: staple bind Page: eight (8) pages total full color	piece	20,000	48.00	960,000.00
5	IEC Materials on CODI and VAW (reprinting) Page: 1 page/3 folds Size: 8.5inches x 11inches Color: full color Paper: Glossy - C2S120	piece	10,000	15.00	150,000.00
6	GAD IEC FOLDER 9inches x 13.5inches (18inches x 13.5inches spread) with 4inches pocket	piece	2,000	100.00	200,000.00

MA. JOSEFINA BELMONTE
City Mayor

Quia
Mia Kimberly J. Villared 07/04/22
Signature Over Printed Name of Supplier / Date

Funds Available:

Manangu
RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 2,148,800.00



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Until December 31, 2022

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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
7	Color: full color Pages: 1 page Board Paper 220gsm, laminated Module for School Children Size: 8.5inches x 11inches Pages: 80 pages Total Paper: book paper (80gsm) Color: black and white inside/full color cover Binding: staple bind	piece	600	400.00	240,000.00
8	Reproduction of USB - Content: GAD code, Magna Carta of Women and GAD related laws	piece	200	280.00	56,000.00
9	DIARY/CALENDAR Size: 8.5inches x 5.5inches Pages: 380 pages' total Color: black and white (inside) colored (cover) Binding: perfect bind Cover: Full color laminated Inside: book paper (80gsm) Cover Paper - Coated Paper (200gsm)	piece	500	400.00	200,000.00
SCOPE OF WORK: Content is from end-user, while design is from the supplier. Output must be the same style with previous volumes.					
***** Nothing Follows *****					

Total Amount : 2,106,000.00

Total Amount In Words (Pesos): Two Million One Hundred Six Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



Mia Kimberly J. Villareda 07/04/22
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 2,148,800.00

OBR : 100. 2022 06. 07259

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 JUL 04 2022 and to expire on - DEC 31 2022.

CONFORME:

Mia Kimberly D. Villared

SIGNATURE OVER PRINTED NAME

Authorized Representative

IN THE CAPACITY OF

07/04/22

DATE

Duly authorized to sign this Purchase Order for and on behalf of Moist Graphic Design and 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)