



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



PO Number

**2304022**

**Purchase Order**

Date: **MAY 02 2023**

Procuring Unit	: Climate Change and Environmental Sustainability Department	Project Number	: CLIMATE-23-EM-0320
Company Name	: MULTIMEDIA EXPONENTS INC.	Mode of Procurement	: Direct Contracting A
Address	: 236 N. Domingo St., Brgy. Corazon De Jesus, San Juan City	Resolution No.	: 23-A-079
Business Type	: Corporation Registration #A199818129	TIN Number	: 201-453-023-000
		Contact Number	: 09178726637

**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 :** Thirty (30) calendar days

**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	<p>f. Rental of technical equipment - such as but not limited to lights, sounds and video and screen equipment for events and activities</p> <p>g. Provide logistics, manpower and manage ingress and set up, egress and dismantling of merchandising collaterals, physical structures, technical equipment and electrical fixtures</p> <p>h. Provide production team, creative and technical manpower for the events</p> <p>i. Source, recommend and hire local host and talents for the program</p> <p>j. Sourcing and coordination with exhibitors, workshop speakers/tutors and potential artist for the event and other concerned stakeholders</p> <p>2. Social Media Ad - communicating and promoting the program to the target audience and the general public.</p> <p>(with attached Terms of Reference which will form an integral part of this Purchase Order)</p> <p>***** Nothing Follows *****</p>				

**Total Amount :**

**3,000,000.00**

**Total Amount In Words (Pesos):** Three Million Pesos Only

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



Signature Over Printed Name of Supplier / Date

**3 MAY 2023**

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**OBR : 100-2023-04-03051**

**Approved Budget for the Contract : 3,000,000.00**



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>EVENT MANAGEMENT FOR ZERO CARBON BY 2050: CALL TO CLIMATE ACTION</p> <p>The Project involves the management of a three-day community engagement event that will comprise of various activities that will inspire and encourage local residents and businesses to take part in Quezon City's journey towards climate justice. These activities will comprise of an eco-friendly fair, several workshops/tutorials and climate-related exhibit/installations, among others.</p> <p>The Project shall have the following components:</p> <ul style="list-style-type: none"><li>-Pre-Event Activities: Coordinate with the Quezon City Climate Change and Environmental Sustainability Department, eco-friendly exhibitors, workshop speakers/tutors and potential artist for the event and other concerned stakeholders.</li><li>-Event Proper: Create an effective event program that will deliver the objectives of the project.</li><li>-Collaboration: Maximize the City's existing projects and initiatives to fortify the program.</li><li>-Awareness Campaign: Complement the event promotion of the City Government through available social media platforms of the City Government.</li></ul> <p>Scope of Work:</p> <ol style="list-style-type: none"><li>1. Pre-event preparations and conduct of the community engagement activities for three days - which shall include, but not limited, to the following:<ol style="list-style-type: none"><li>a. Booking and reservation of the event venue</li><li>b. Mechanics, scheme, and schedule for activities</li><li>c. Designs of merchandising collaterals</li><li>d. Copywriting of content on merchandising collaterals</li><li>e. Rental of physical structures -such as but not limited to exhibit booths, panels, signages, welcome arc, stage and backdrop for event programs, and others</li></ol></li></ol>	lot	1	3,000,000.00	3,000,000.00

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

Signature Over Printed Name of Supplier / Date

**3 MAY 2023**

**OBR :**

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract :** 3,000,000.00



## 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 MAY 03 2023 and to expire on - JUN 02 2023.

CONFORME:

BERNARDE BERNARDE  
SIGNATURE OVER PRINTED NAME

GENERAL MANAGER  
IN THE CAPACITY OF

3 MAY 2023  
DATE

Duly authorized to sign this Purchase Order for and on behalf of MULTIMEDIA EXPONENTS  
COMPANY NAME

SUBSCRIBED AND SWORN to before me this MAY 03 2023 at QUEZON CITY 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 DRIVER'S LICENSE with his/her photograph and signature appearing thereon with No. N03-94-175432 EXPIRY DATE 2023/10/23

Doc. No. PS  
Page No. 72  
Book No. XII  
Series of 2023

**ATTY. ELISEO S. CALMA, JR.**  
Quezon City Notary Public  
Until Dec. 31, 2023  
Roll No. 50183

PTR No. 4007172-D, 01/03/2023, Q.C.  
IBP No. 257225, 01/01/2023

MCLE Comp. No. VII-0006924 Until April 14, 2025  
Admin Matter No. NP-067 (2022-2023)

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