



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2305121**

Purchase Order Date: **JUN 2 2 2023**

Procuring Unit	: OFFICE OF THE VICE MAYOR	Project Number	: OVM-23-BMOP-0164B
Company Name	: MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement	: Public Bidding
Address	: B2 L17 Diamond St., Sta. Perpetua Vill., Tandang Sora, Quezon City	Resolution No.	: 23-PB-315
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 Issuance of Notice to Proceed until December 31, 2023

Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
	1 - Submission of book concepts and cover designs - 15% - Within 10 days upon the receipt of the Notice of Award 2 - Research, interviews, photo shoot, writing and lay-outing. - 20% - 90 days 3 - Submission of draft manuscript, sample layouts of inside pages and cover design for coffee table book - 20% - 25 days 4 - Submission of final complete material with completed manuscript, edited and laid-out content and final cover designs - 20% - 25 days 5 - Full delivery of printed materials - 25% - 30 days (With attached Terms of Reference which will form an integral part of this Purchase Order) ***** Nothing Follows *****				

Total Amount : 5,989,000.00

Total Amount In Words (Pesos): Five Million Nine Hundred Eighty-Nine Thousand Pesos Only

MA. JOSEFINA G. BELMONTE
City Mayor



MA. REGINA JIMENEZ LOPEZ 06/26/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

Approved Budget for the Contract : 6,000,000.00

OBR : 10. 2023 . 06 . 479T

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 JUN 26 2023 and to expire on - DEC 31 2023

CONFORME:

MA. REGINA JIMENEZ LOPEZ
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

06/26/2023
DATE

Duly authorized to sign this Purchase Order for and on behalf of MAST GRAPHIC DESIGN AND CREATIVE SERVICES
COMPANY NAME

SUBSCRIBED AND SWORN to before me this JUN 26 2023 day of JUNE 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 umid id with his/her photograph and signature appearing thereon with No. CRN 011-2555064-1

Doc. No. 119
Page No. 25
Book No. XII
Series of 2023

ATTY. ELISEO S. CALMA, JR.

Quezon City Notary Public

Until Dec 31, 2023

Roll No. 1433

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

IBP No. 27115 01/01/2023

MCLE Comp. No. VII-0095924 Until April 14, 2025

Adm 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)



Republic of the Philippines
PROCUREMENT DEPARTMENT
Quezon City Government



PO Number **2305121**

Purchase Order Date: **JUN 22 2023**

Procuring Unit	: OFFICE OF THE VICE MAYOR	Project Number	:OVM-23-BMOP-0164B
Company Name	: MOIST GRAPHIC DESIGN AND CREATIVE SERVICES	Mode of Procurement	:Public Bidding
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Business Type	: Sole Proprietorship Registration #2090722	TIN Number	:240-346-466-000
		Contact Number	:09151785346

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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	<p>BOOKS</p> <p>The 2nd volume of the coffee table book will chronicle the continuation of the legacy of the Quezon City Council from 2006 to the present, conveyed through articles and photographs of significant events and personalities.</p> <p>The book will be divided into chapters based on the administration under which city councils were formed under the leadership of the Vice-Mayors of Quezon City since 2006.</p> <p>The Councilors will be the main subject of this coffee table book, hence, more focus will be appropriated to their backgrounds, landmark ordinances and contributions to the growth of the city</p> <p>Printing: Copies: 1,000 Total number of pages including cover: 350 to 400 pages Size: 10 x 10 inches Inside Paper: C2S 120 white glossy Cover: Hard cover board 20, with jacket and UV lamination Color: Full color Binding: Smyth sewn</p> <p>Editorial Services: - Conceptualization of content theme and page plan - Research of book content and interviews - Writing, captioning and proofreading - Professional photography, with artistic direction and execution - Design and layout must be the same style with the previous copyrighted volume - Management and supervision from concept to production of proofs to final printing and delivery</p> <p>BASIS OF PAYMENT No. - Deliverables - Percentage - Timeline</p>	copy	1,000	5,989.00	5,989,000.00

MA. JOSEFINA G. BELMONTE
City Mayor

MA. REGINA JIMENEZ LOPEZ 06/26/2023
Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU
City Accountant

OBR :

Approved Budget for the Contract : 6,000,000.00

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CONFORME:

MA. REGINA LIMON LOPEZ
SIGNATURE OVER PRINTED NAME

PROPRIETOR
IN THE CAPACITY OF

06/26/2023
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)