



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



PO Number **2306071**

**Purchase Order** Date: **JUL 19 2023**

Procuring Unit	: QUEZON CITY TOURISM DEPARTMENT	Project Number	: QCTD-23-CS1-0593B
Company Name	: JEST TRADING	Mode of Procurement	: Public Bidding
Address	: 50 C Cenacle Drive, Culiati, Quezon City	Resolution No.	: 23-PB-388
Business Type	: Sole Proprietorship Registration #3228564	TIN Number	: 424-695-326-000
		Contact Number	: 09770211413

**Sir/Madam:**

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

**Place of Delivery :** Upon End-user's instruction subject to coordination with CGSD  
**Delivery Schedule :** Upon Request by the End-User not later than December 31, 2023  
**Payment Term :** Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
1	Activity 1 Catered Meals for 250 pax - Soup: choice of Oriental Molo Soup, Cream of Mushroom Soup, Pumpkin Soup - Steamed Rice/ Garlic Rice - Beef Viand: choice of Korean Beef Stew, Italian Pot Roast, or Beef Rendang with Fried Potatoes - Chicken Viand: choice of Rosemary Chicken, or Braised Oriental Basil Chicken - Fish Viand: choice of Grilled Milkfish with Mango Salsa or Grilled Lemongrass Fish with Chili Coriander Sauce - Noodles: choice of Stir Fried Vermicelli, Penne Pesto Pasta or Meatball Spaghetti, - Vegetables: choice of Fresh Vegetable Rolls with Garlic Peanut Sauce, Grilled Asparagus, or Stir Fried Vegetables in Season - Dessert: choice of Mango Tapioca or Fruit Salad, or Pastries Inclusions: Full catering services, buffet table set-up, dining table set-up, plates and cutleries, single serve iced tea, free flowing purified water, tube ice, and coffee	lot	1	144,996.58	144,996.58
2	Activity 2 AVP Production/ Photo and Video Coverage inclusive of creative conceptualization, pre- event and event proper photo and video shoots, scriptwriting, editing, an output of 3-5-minute video material, with soft copies of all the still shots and video footage, up to 3 revisions for the final video material Team Composition: -1 director	package	1	299,999.90	299,999.90

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

ANGELO JAY O. CAJUCOM

7/20/23

Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

OBR : 12.2023 - 17.6070

**Approved Budget for the Contract : 1,755,000.00**



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Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
3	-1 head photographer -1 head videographer -1 aerial drone videographer -1 BTS photographer -1 lighting assistant -1 editor/ animator -1 writer Packed Meals steamed rice, one viand (choice of beef tapa, beef caldereta, chicken inasal, chicken adobo, fish fillet with tatar sauce, grilled pork chop, pork steak) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables), fresh fruit, coffee/ bottled water 350ml	pack	230	349.99	80,497.70
4	Floral Wreath made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves, with stand (wreath)	set	1	10,003.40	10,003.40
5	Rental of LED Wall, Light and Sound System For wide/ outdoor venue; inclusive of complete set-up of LED wall and lights and sound systems; lights and sound system w/ MID HI speakers, sub speaker, monitor speaker, handled microphone, wireless microphone, condenser microphone, digital mixer, processor, mic stand, with lighting system, dmx control cables, complete generator set, including manpower to install and dismantle the same	package	1	199,999.00	199,999.00
6	Activity 3 Packed Meals	pack	150	349.88	52,482.00

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

**ANGELO O. CAJUCOM**  
Signature Over Printed Name of Supplier / Date **7/20/23**

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 1,755,000.00**

**OBR : 10.2023.07.6010**



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Quezon City Government



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7	steamed rice, one viand (choice of beef tapa, beef caldereta, chicken inasal, chicken adobo, fish fillet with tartar sauce, grilled pork chop, pork steak) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables), fresh fruit, coffee/ bottled water 350ml Floral Wreath made of assorted flowers (orchids, roses, gerbera, malaysian mums) and fresh leaves, with stand (wreath), Activity 4	set	2	9,999.99	19,999.98
8	Tarpaulin: 3ft x 6ft. made of quality material, 1mm x 3ft x 6ft. waterproof, with wooden frame	piece	30	1,499.88	44,996.40
9	Packed Snacks choice of tuna and cheese sandwich/ chicken teriyaki sandwich/ steak and cheese sandwich, with bottled water or juice 350mL	pack	300	249.88	74,964.00
10	Packed Meals steamed rice/ fried rice, one viand (choice of beef tapa, beef caldereta, chicken inasal, chicken adobo, fish fillet with tartar sauce, grilled pork chop, pork steak) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables), fresh fruit, coffee/ bottled water 350ml	pack	300	349.88	104,964.00
11	Rental of LED Wall, Light and Sound System For wide/ outdoor venue; inclusive of complete set-up of LED wall and lights and sound systems; lights and sound system w/ MID HI speakers, sub speaker, monitor speaker, handled microphone, wireless microphone, condenser microphone, digital mixer, processor, mic stand, with lighting system, dmx control cables, complete generator set, including manpower to install and dismantle the same	package	1	199,999.98	199,999.98

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

**ANGELO JAYO CAJUCOM** 7/20/23  
Signature Over Printed Name of Supplier / Date

**Funds Available:**

**RUBY G. MANANGU**  
City Accountant

**Approved Budget for the Contract : 1,755,000.00**

**OBR : 60 - 2023 - 07 - 6070**



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Payment Term : Credit

Stock No.	Item	Unit of Issue	QTY	Unit Cost	Amount
12	Rental of Monoblock Chair with cover medium size, no arm rest	piece	200	49.90	9,980.00
13	Rental of tents Outdoor event tent, size: 12ft x 12ft., inclusive of delivery charges, and manpower to install and dismantle the same Activity 5	piece	10	3,899.00	38,990.00
14	Packed Meals steamed rice, one viand (choice of beef tapa, beef caldereta, chicken inasal, chicken adobo, fish fillet with tartar sauce, grilled pork chop, pork steak) one vegetable dish (choice of lumpiang sariwa, pinakbet, chopsuey, stir fried vegetables), fresh fruit, coffee/ bottled water 350ml	pack	1,280	349.88	447,846.40
15	Tarpaulin: 8ft x4ft made of quality material, 1mm x 8ft x4 ft. waterproof Terms of Payment: Upon every completed delivery	piece	8	2,499.99	19,999.92

\*\*\*\*\* Nothing Follows \*\*\*\*\*

Total Amount : 1,749,719.26

Total Amount In Words (Pesos): One Million Seven Hundred Forty-Nine Thousand Seven Hundred Nineteen Pesos and 26/100 Only

MA. JOSEFINA G. BELMONTE  
City Mayor



ANGELO O. CAJUCOM

7/20/23

Signature Over Printed Name of Supplier / Date

Funds Available:

RUBY G. MANANGU  
City Accountant

OBR : 100.00 - 27.00 - 0.00

Approved Budget for the Contract : 1,755,000.00

## 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 JUL 20 2023 and to expire on - DEC 31 2023.

CONFORME:

  
ANGELO JAY O. CAJUCAN

SIGNATURE OVER PRINTED NAME

PRAPUNTOR

IN THE CAPACITY OF

7/10/23

DATE

Duly authorized to sign this Purchase Order for and on behalf of JEST TRAINING  
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)**